

Topic in Action

Pause & Reflect #1

Consider these questions about your nomination system:

- Will parents and/or students be able to make referrals? If so, how will they be made aware of the process?
- Will there be designated times during the year when you ask all teachers to review their students for designated risk characteristics?

Pause & Reflect #2

Does your school have an existing nomination or request for assistance form? If so, review your school's form to determine if it contains all the nomination form features described earlier. Determine what modifications may need to be made to your existing form.

If your school does not have an existing nomination or request for assistance form, review the *Teacher Nomination for Assistance Example* handout. Are there modifications to consider in order to fit your context?

Pause & Reflect #3

Consider the following questions about your process. If everyone on your staff can consistently answer these questions, then your system is in place.

- How will teachers access the nomination form?
- Who will they contact with questions about the form and/or to receive assistance in completing it?
- Who will receive the completed form?
- How will the team be notified that there is a new referral?

Do you need to make any revisions to your current system? Or do you need to develop a system?

Pause & Reflect #4

Discuss these questions to help your team make plans for professional learning on the nomination process:

- How will teachers learn the nomination process?
- How will teachers be trained to recognize internalizing and externalizing behaviors?
- How will new staff be trained?
- When will this information be shared?
- Who will share it?