

# Form 1: School Referral Form

## Section A: Information to support a student's approval and enrolment at DOTS.

### School Details:

Name:		Address:	
Principal:			
Phone:	Fax:		
Region:			

### Student Details:

Name:		Address:	
Sex:	Phone:		
DOB:	Age:		
Parent/Guardian Names:			

How long has the student been enrolled at your school and what is his/her year level?	
Please indicate the students previous school/s if less than one year.	

**Please show evidence of the implementation of a Stage Response and the student's ability to attend a mainstream setting (attach any relevant reports).**

		School Actions	What was learned about the student?
Stage 1	Teaching of school wide expectations		
	Student participation in school wide prevention programs		
	Initial Assessment Risk and Screening Tool		
Stage 2	Understanding established of the student's life circumstances		
	Further assessment and evidence from SSSOs and/or other practitioners		
	Plans developed on the basis of the above evidence		
	Explicit teaching and/or building of replacement behaviours		
	Strategies for monitoring and measurement of student progress		
	Out of class support strategies		
	Student support group established		

All information obtained by DOTS are dealt with in accordance with the DEECD policies & procedures regarding privacy and record keeping.

<p><b>Please return form to:</b>                  Phoenix P-12 Community College                  Hertford Street, Sebastopol, 3356</p>	<p>Email to: Deanne.Joosten.education.vic.gov.au                  Fax: Attention: DOTS Coordinator                  Fax: 53357582</p>
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How will the student more effectively access education by attending DOTS?	
What steps are planned to support the student to return to school or another appropriate pathway?	
School contact person to liaise with DOTS in relation to the student's progress and reintegration back to their mainstream school, if possible.	

## Section B: Information about DOTS

The DOTS (Developing Other Talents and Skills) educational program offers students a DEECD enrolment and access to a DOTS Outreach Teacher / DOTS Connector. It is anticipated that a DOTS enrolment will offer a range of strategies and opportunities to support a student's learning program by:

- Facilitating communication between the DOTS and members of the MAST (Multi Agency Support Team) and the student.
- Supporting students to comprehend and engage in material provided by DOTS both in a written and verbal format.
- Ensuring that the student has access to a telephone, computer and suitable work area.
- Making sure all DOTS information is received by the student.
- Ensuring student work is sent to DOTS for correction as per the submission schedule.
- To offer support or referral options to the student if they are experiencing difficulties or if there are other issues of concern.

Have you adequately explained the role of the DOTS Outreach Teacher/Connector to the parent?	
How did you find their response?	
Has the prospective DOTS Outreach Teacher/Connector indicated that they anticipate having problems with this role?	
What sort of connection will be maintained with the referred student?	
What existing supports are in place or available to assist the supervisor in fulfilling this role?	

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What supports will need to be arranged prior to the enrolment with DOTS?	
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## Section C: Endorse the enrolment

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I endorse a **full enrolment** with DOTS.

Yes Or No

I can be contacted by DOTS for the purpose of supporting my student's progress.

Yes Or No

I have obtained the consent of the parent/ guardian or independent student, to seek approval and provide this information to DEECD and DOTS.

Yes Or No

<b>Signed:</b>	<b>Dated:</b>
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