

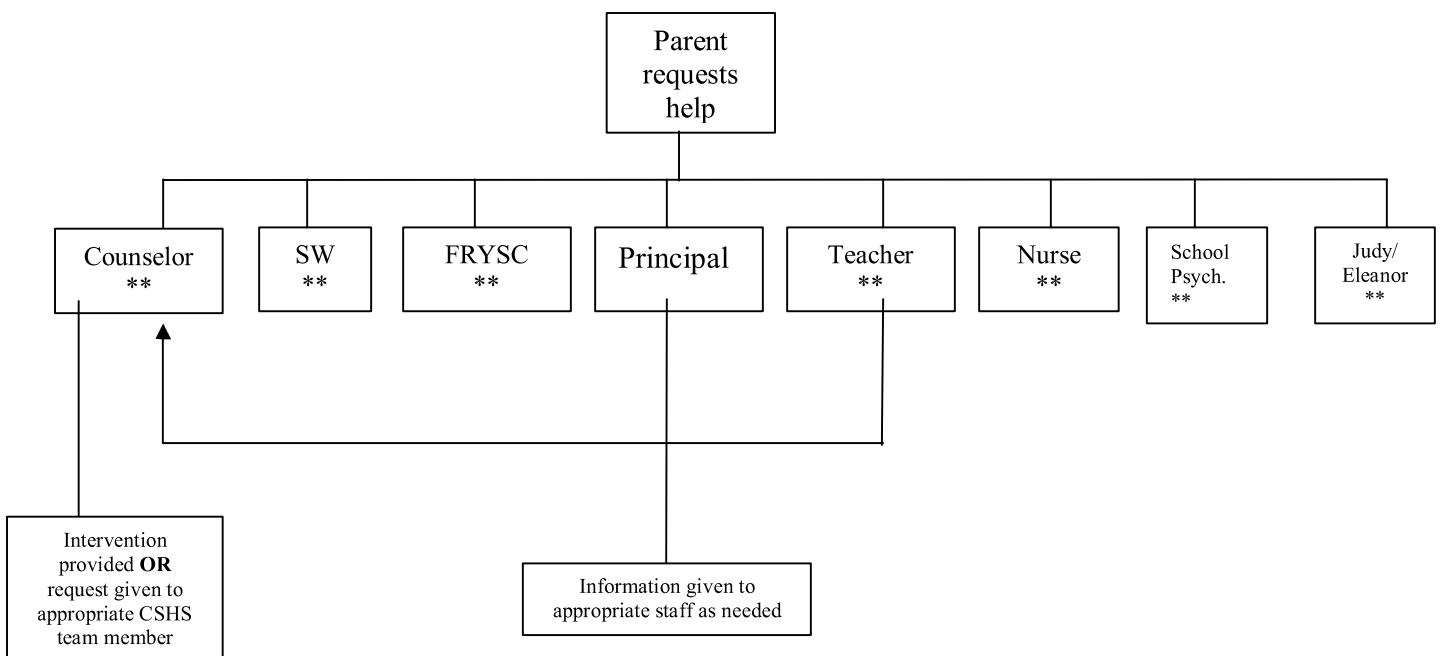
**The following is an explanation of the Community School Health Services (CSHS) team, our procedures and how to best access our services.**

The purpose of the Community School Health Services (CSHS) **request form** process is to have an efficient and effective use of our resources while working to eliminate barriers for our students/families. It also will help us to identify gaps.

This request form should be used only after other interventions have been applied. It should not be the first form of action taken nor should it be used the case of an emergency.

The counselor at each school will serve as the “broker” for most of the services of the CSHS. Most requests should flow through them, via the request form, and they will ensure that the proper team member receives the information and follows through with the request.

The request form should flow through the following channels:



*All parties receiving request (\*\*) will give information on **WHO** is receiving services to the **PRINCIPAL** of the appropriate school. Principals will not necessarily receive information on what or why the services are being provided.*

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