

## **Student Assistance Program**

### **Initial Parent Conversation Checklist**

- Introduce yourself as a SAP team member
- Ask if it is a good time for the parent/guardian to talk
- Briefly describe SAP and confidentiality
- Provide positives/strengths of the student and ask the parent for additional strengths
- Use referral and/or behavior checklist and/or other school data to communicate the concern/referral reason
- Express interest in helping the student
- Ask the parent/guardian open-ended questions about what they are observing at home (ask follow-up questions as needed) (OARS)
- Affirm parent/guardian views and concerns whenever possible (OARS)
- Reflect statements made and restate thoughts (OARS)
- Make summarizing statements back to the parent/ guardian about the context of the conversation (OARS)
- Discuss written SAP permission and explain the process for returning the signature/form
- Ask the best way to communicate with parent/guardian in the future
- Explain how the parent/guardian can reach you if any questions or concerns arise
- Thank the parent/guardian for their time