Student Assistance Program

Initial Student Conversation Checklist

- ☐ Introduce yourself as a SAP team member
- ☐ Briefly describe SAP and that it is voluntary and confidential
- ☐ Provide positives/strengths of the student
- ☐ 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 student open-ended questions to build rapport and get their perspective (OARS)
  - o Examples
    - ▪ Which three words describe you best?
    - ▪ Who are the people who matter most to you?
    - ▪ What is your favorite activity?
    - ▪ Who is your favorite teacher or school staff?
    - ▪ How do you feel about the reason you've been referred to SAP?
    - ▪ What other concerns would you like assistance with?
- ☐ Affirm student views and concerns whenever possible (OARS)
- ☐ Reflect statements made and restate thoughts (OARS)
- ☐ Make summarizing statements back to the student about the context of the conversation (OARS)
- ☐ Explain next steps in the SAP process and ask the student if they have any questions
- ☐ Thank the student for their time and encourage them to reach back out to you if they want to talk further