



CONSULTANT SERVICES REQUEST

School Requesting Service

Date Sent By School

Consultant Requested

Date(s) Required

Staff Requesting Assistance:

Initiated By:

Teacher

Date

In-School Administrator

Date

School Superintendent

Date

Consultant Service Request Details:

Responsive Services requests for Learning Support (Attendance, Student Discipline, Counseling) require Tier II (Form 351-2) documentation attached.

Approved: Yes ____ No ____

Portfolio Superintendent Signature

Date

Consultant Signature

Date

Alternate Suggestion:

Routing Procedure:

1. School Superintendent for initial approval.
2. To Portfolio Superintendent for approval
3. To Consultant
4. Approval confirmed by fax to school by consultant