Westmont Counseling Center

Referral Information Form for Faculty/Staff Referring Student to the Counseling Center

Student Name ___________________________ Date Referred ______________________

Referring Faculty/Staff ___________________________ Phone# ________ Email: ______

Referral to Counseling Center for:
___ Counseling Intake/Assessment for (please specify) _____________________________
___ Assessment of Safety Issues
___ Other:

Additional Information from Faculty/Staff to Counseling Center:

Confidential Information requested from Counseling Center to Faculty/Staff:
___ None
___ Verification of attendance
___ Consultation regarding safety-related issues
___ Recommendations for further assessment, treatment, off campus referral
___ Other:

At the initial Counseling Center appointment the student will be asked to sign a consent for the counseling intake/assessment. After further discussion the student will then be invited to sign a Release of Information per the above requests.
If the student signs the release, the requested information will be provided to the above named faculty/staff within one week of the counseling appointment or as specified. If the student chooses not to sign the release, we will not be able to provide any information to you. In that case we recommend that you follow up with the student for information.

What to do with this form:

Send the referral form directly to the attention of Claire Cetti, Counseling Center office manager. Let the student know you have sent the form, then the student will need to follow up by filling out the "request for counseling form" (available in office or on website) and bring it to the Counseling Center to schedule an appointment.

If the matter is urgent do not worry about the form. The student may come to the counseling center to be seen as soon as possible, or faculty/staff may bring the student directly to the center. In some cases it may be appropriate for the concerned or referring person to sit in the initial appointment if agreed upon by the student.

For more information contact Claire Cetti, 565-6003, or ccetti@westmont.edu.