

Parent Professional Learning Referral Procedure

Procedure

Once family support staff have had a conversation with the family regarding their interests and determined the appropriate opportunities to refer the parent to, staff will complete the electronic Referral form for the decided opportunities. The electronic Referral form will then be completed and submitted to the PSESD for processing. The following are procedures for completing and submitting the electronic Referral form.

- Refer parent/guardian by selecting the appropriate electronic Referral form below or from the [Parent Professional Learning](#) page on our website.
 - Bus Driver Training
 - [Training #1 – September](#)
 - [Training #2 – January](#)
 - [Training #3 – March](#)
 - Peer Programs Session #1 – [Health & Literacy](#)
 - Peer Programs Session #2 – [Math & Money](#)
 - [Interpreter Training](#)
- **Please complete each submission in its entirety. Forms missing required information are unable to be submitted.**
- For Bus Driver Training, a [School Bus Driver Abstract](#) from the Department of Licensing will need to be submitted separately from the submission of the electronic referral form.
- Once a parent/guardian has been enrolled in a professional learning opportunity, parent/guardian will receive a confirmation email, followed by a notification letter containing the date(s), time/location, and any other pertinent information.
- **If a family moves or changes their mailing address, please contact us IMMEDIATELY so we can update our Parent Professional Learning database.**