

Parent Professional Learning Referral Procedure

Procedure

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

- Refer a parent/guardian to only **one opportunity per form** (for example: if a parent/guardian wants Bus Driver Training AND to be a Peer Literacy Educator, complete **two** referral forms).
- **Please print clearly, and fill out the form in ink**
- Parent/guardian must sign the referral form
- For Bus Driver Training you must also include a **School Bus Driver Abstract** from the Department of Licensing with the referral form
- When the form is complete, please photocopy and distribute as follows:
 - A copy for the parent/guardian
 - A copy for your files
 - Original mailed, emailed or faxed to the person listed below
- **Incomplete referrals will be returned to family support staff**
- Once a parent/guardian has been enrolled in a professional learning opportunity, staff and parent/guardian will be notified with the date(s), time and location for the opportunity the parent/guardian is enrolled in
- If a family moves or changes their mailing address, please let us know so we can update our Parent Professional Learning roster
- **Send all referrals to:**
 - PSERD Early Learning
 - Attn: Quincy Stone
 - 800 Oakesdale Ave SW
 - Renton, WA 98057

Phone: (425) 917-7875
Fax: (425) 917-7766
Email: QStone@psesd.org