

## School Community Intervention Partnership (SCIP) School Referral Package and Checklist

If you have a student who you believe could benefit from the SCIP program:

- 1 Review the eligibility criteria outlined in the *SCIP Criteria For Service* document. ☐
- 2 Schedule a Pre-Referral Consultation to be completed with Central Intake. ☐  
*Note: All Pre-Referral Consultations occur over the telephone, consist of sharing non-identifying student information only, and must occur within the same academic year as any SCIP School Referrals sent to Wellkin. All Pre-Referral Consultations will be scheduled with one school team member only. To schedule a Pre-Referral Consultation, contact the Central Intake Team at [SCIP@wellkin.ca](mailto:SCIP@wellkin.ca).*
- 3 Have the parent/guardian read the SCIP Parent/Guardian Information Form. Also provide them with a copy. ☐
- 4 Complete the SCIP School Referral Form and ensure all of the components listed below are completed: ☐
  - ✓ Referral Form has been signed by the Principal/Vice Principal. ☐
  - ✓ Referral Form has been signed by the School Contact Person. ☐
  - ✓ Reason for Referral section has been completed by the school. ☐
  - ✓ Consent section on the Referral Form has been signed by the Parent/Guardian. ☐
  - ✓ Additional pertinent information has been attached where available. ☐

In order for the SCIP Team to process a referral, all of the components listed above need to have been completed.

Updated Referral Packages are sent out annually to the schools. Please ensure you are using the most current Referral Package forms, which are dated 2025-2026.

This package may be copied as required. Copies are also accessible in the Programs and Services section of our website: [www.wellkin.ca](http://www.wellkin.ca)

If you are interested in knowing more about our program, you can speak with your school's resource/support worker, or contact us at [SCIP@wellkin.ca](mailto:SCIP@wellkin.ca)

Please send completed referrals to the SCIP Team by email: [SCIP@wellkin.ca](mailto:SCIP@wellkin.ca)

Thank you. We look forward to working with you on this referral!