**BASICS Referral Procedure**  
*(For Commons Deans & Coaches)*

1. Have the student sign the BASICS Release Form while in your office.
2. Have your Commons Coordinator fax BASICS Release Form to Donna (the fax number is at the bottom of the form).
3. Advise the student to call Donna in Counseling at 802-443-5141 to schedule an appointment for BASICS assessment.
4. Donna will initiate a call to you *(or your Coordinator)* to confirm that the student completed BASICS assessment.
5. If you have not heard back from Donna with a confirmation that student completed BASICS assessment, it means the student DID NOT complete the BASICS assessment. Commons Deans, Coaches, or Commons Deans Coordinators, will need to track).*
6. Contact Donna, if you have questions, or need information.

**Hint:** if you write both your name and your Coordinator’s name on the appropriate line on the Release of Attendance for BASICS Assessment form, Donna can respond to a request for information through your Coordinator. This will facilitate that tracking by Commons Deans’ Coordinators. Commons Deans’ Coordinators could also witness the form (sign it at the bottom), saving Commons Deans that step as well.

**Summary:**
2. Fax release form signed and witnessed to us.
3. Advise the student to call Donna and schedule an appointment.
4. Donna will call you when the assessment has been completed (if there is a signed authorization to release attendance).
5. If you have questions, or need information about the process please contact Donna.

*A student could revoke a release at any time. It is up to the referral party to track all students who are referred for BASICS assessment. If you don’t hear from Parton Counseling about a particular student, please contact us. If we have no release, we will tell you, so that you can contact the student directly to follow up.*