



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Forms of the Youth Suicide Prevention Program

**NUMBER:** MEM – 3342.0

**ISSUER:** Michelle King, Deputy Chief Instructional Officer  
Student Health and Human Services Division

**DATE:** October 3, 2006

**ROUTING**

LD Superintendents  
LD Administrators  
School Counselors  
School Nurses  
Psychologists  
Physicians  
PSA Counselors  
Social Workers  
Impact Coordinators  
Health Educators  
School Crisis Teams

**POLICY:** This Memorandum contains the forms, mandated and optional, that accompany the Youth Suicide Prevention Program to aid in the process of intervening with suicidal and self-injurious students.

**MAJOR CHANGES:** This revision replaces the Memorandum No. Z-13 (Rev) “Forms of the Youth Suicide Prevention Program” dated December 1, 1998.

**GUIDELINES:** I. FORMS

Forms have been developed and revised to aid in identifying and helping students who may be suicidal and as a means of documenting actions taken by the school site crisis team.

These forms are as follows:

1. Risk Assessment Referral data (RARD). This form, which is available online through the District’s website, **is required** to be completed for every student referred as at-risk for suicide. (Directions for completion are on page 2 of RARD). It provides for identifying data and a summary of intervention outcomes. This form is the only one utilized in the process which is maintained as part of the student’s health records. **It is not to be filed in the cumulative record.**
  
2. Intake Interview for Students and Parents. This is an optional form which may be used for informal personal notes of a counselor or other school site crisis team member when conducting an interview with referred students and/or their parents. This form, if used, is not to be retained as part of a student’s records.



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3. Suggested Procedures for Contacting Parents of Students-at Risk. This is an information sheet to be utilized on an optional basis as a checklist for members of the school site team to provide guidelines for contacts with parents of students-at-risk.
4. School Site Team Procedures Documentation Record. This is an optional form but **recommended** to be used to document the procedures and actions taken by the school site crisis team on each referred case.

### II. INSTRUCTIONS

It is now possible to access the RARD document online at LAUSD.NET. The step-by-step directions are as follows:

1. Log on to the District's official website: LAUSD.NET
2. At the top of the page, click on the "OFFICES" button scroll down the OFFICES page until you see the "STUDENT HEALTH AND HUMAN SERVICES" link. Click on this.
3. Scroll down the SHHS page until you come to the "DEPARTMENTS" button. Click on this and then select "MENTAL HEALTH" from the options menu
4. On the MENTAL HEALTH page, you will see the RARD information in the upper right-hand corner. Remember, you may write on the form and print out a hard copy, but you may not save any information on your computer. Follow directions as indicated on the directions page about how to fill out the form.

**or**

[http://notebook.lausd.net/portal/page?\\_pageid=33,130026&\\_dad=ptl&\\_schema=PTL\\_EP](http://notebook.lausd.net/portal/page?_pageid=33,130026&_dad=ptl&_schema=PTL_EP)

**RELATED RESOURCES:** Bulletin No. 2637.0, Youth Suicide Prevention Program. Michelle King, Assistant Superintendent, Student Health and Human Services July 1, 2006.  
Bulletin No. 962, Organizing for Crisis Intervention, Office of the Chief Operating Officer, May 3, 2004.

**ASSISTANCE:** For assistance or further information please contact:  
Please call Richard Lieberman, School Psychologist at (818) 705-7326 or  
Gil Palacio, Director District Mental Health Services at (213) 241-3841.