

Add Parent Notifications

Distribution: Frontline RTI Providers and Supervisors

User Reference Guide



Step-by-Step Guide

Add Parent Notifications

Parent Notifications may be entered for each **Active** or **Pending** Intervention.

Step 1: Enter the student record. Scroll down to **Intervention Services**. Click **Edit** button for the intervention.

Step 2: To enter Parent Notifications click **Edit**.

Step 3: Enter:

- Notice Date
- Type of Notice Sent
- Parental Response (if applicable)
- Response Date (if applicable)
- Comments (if applicable)

Step 4: When finished:

- Click **Done** to save and return.
- **OR**
- Click **Add** to enter another Parent Notification.

Step 5: Click **Save**.

Notice Date	Notice Sent	Parental Response	Response Date	Comments
7/1/2014	Parent Notice for Need of RTI			Letter sent to Marley's parents.
7/11/2014	Phone Call To Parent/Guardian			Called Marley's Mother to discuss his attendance. She assured me she would try to get Marley to school on time. We agreed to a weekly call to discuss his progress and attendance.