

Step-by-Step Guide

To Modify the Sections Included on the Form

1. Click on the Maintenance tab. Locate the Referral Information section by using the index button (file folder icon) or scrolling.



2. Click on the Data Collection Sections link.
3. For each section, click the check box in the Elementary column for the section to be included on the Request for Assistance-Elementary Level. Click the check box for the Secondary column for the section to be included on the Request for Assistance-Secondary Level.

Section Name	Elementary	Secondary
■ Staff Requesting Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Teacher Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Status of Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Staff with student contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Days Absent to Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Reason for Request for Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
■ Specific and Descriptive Observed Behaviors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Prior Interventions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
■ Outcomes/Effects of Past Efforts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
■ Reasons for Past Successes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
■ Reasons for Past Failures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- a. The default is all sections will be checked to Show for each version of the form.
4. Click Save to save the selections made and return to Maintenance or click cancel to delete your changes and return to Maintenance.

To Add District Text or Values

1. Click on the Maintenance tab. Locate the Referral Information section by using the index button (file folder icon) or scrolling.



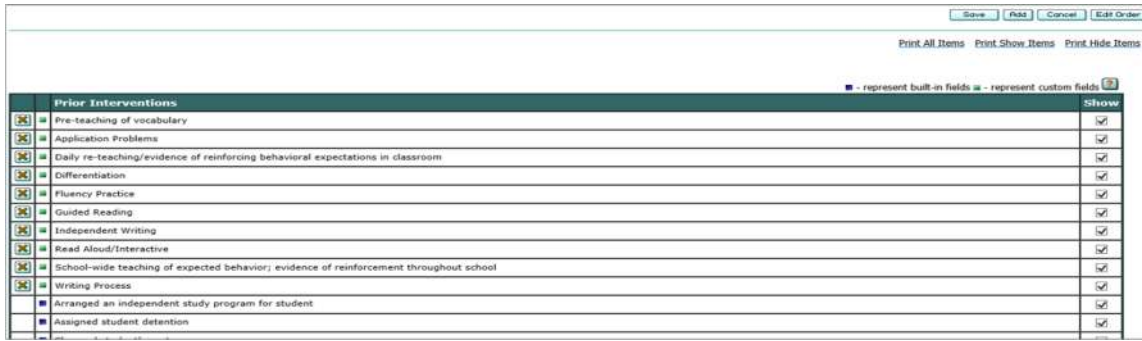
2. Click on the desired link to enter district specific statements or values.
3. Click Add.
4. Type in the district specific statement or value desired.
5. Click Save.

To Hide Built-in Text or Values

1. Click on the Maintenance tab. Locate the Referral Information section by using the index button (file folder icon) or scrolling.



2. Click on the desired link.
3. In the Show column on the far right side of the screen, uncheck the value to be hidden.



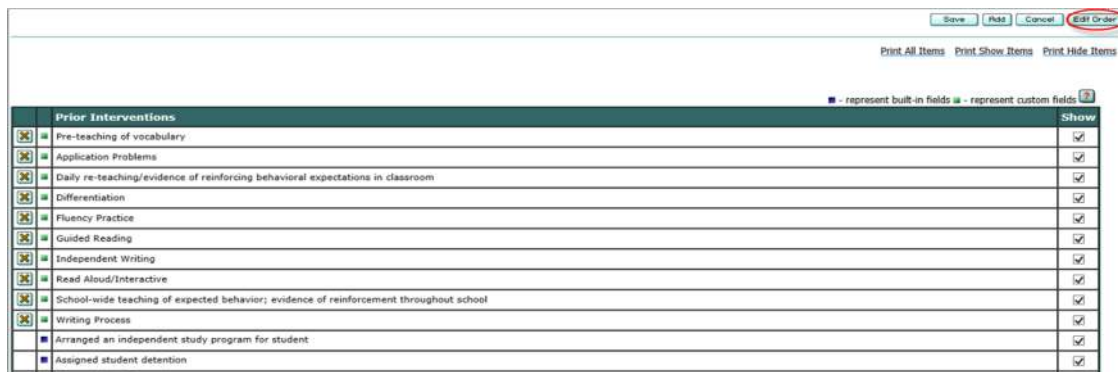
4. Click Save.

To Edit the Order of Text or Values

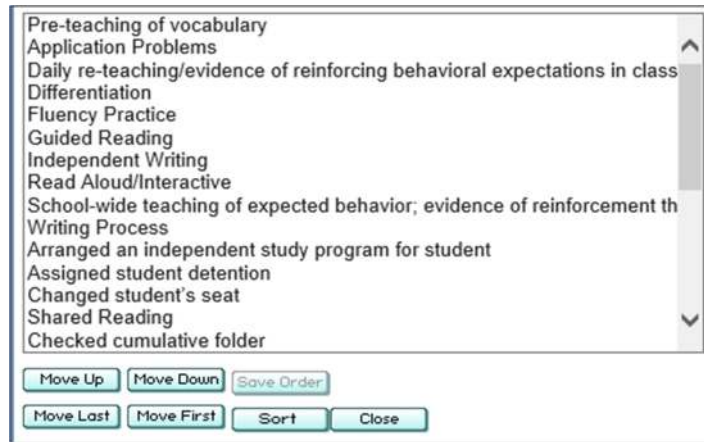
1. Click on the Maintenance tab. Locate the Referral Information section by using the index button (file folder icon) or scrolling.



2. Click on the desired link.
 3. Click the Edit Order button.



- Click the desired value and then click one of the navigation buttons to move the value to the desired order.



The screenshot shows a list management interface. The list contains the following items:

- Pre-teaching of vocabulary
- Application Problems
- Daily re-teaching/evidence of reinforcing behavioral expectations in class
- Differentiation
- Fluency Practice
- Guided Reading
- Independent Writing
- Read Aloud/Interactive
- School-wide teaching of expected behavior; evidence of reinforcement th
- Writing Process
- Arranged an independent study program for student
- Assigned student detention
- Changed student's seat
- Shared Reading
- Checked cumulative folder

Below the list are several navigation buttons:

- Move Up
- Move Down
- Save Order
- Move Last
- Move First
- Sort
- Close

- Click Save Order.
- Click Save to return to Maintenance.