

Steps For Entering a Behavior Referral

version 1, 9/17/2008

- 1.) Under Index
- 2.) Click on Behavior
- 3.) Click on Behavior Referral
- 4.) Go to the Search Tab and enter the Student Name (this will bring up the referral form for that student)
- 5.) Select Staff Name-this will be the name of the students team administrator
- 6.) Date and Time Fields
- 7.) Referral Name-name of the staff member making the referral
- 8.) Event Type-select event from the drop down list-this can be changed at a later date by administrator if necessary
- 9.) Weapon-select from the drop down list if applicable
- 10.) Comments-describe the event - NO student names/second field add student comments
- 11.) Notify-Include the administrator AND **Joline** –multiple name selections are done by holding down the <control> key (Kay in the event that Joline is out) On the MAC hold down the “open apple key” (next to the spacebar)
- 12.) CLICK SAVE to submit the referral