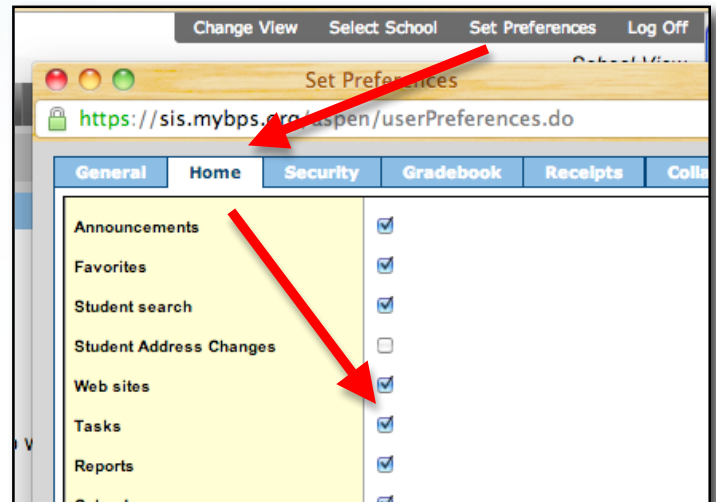


Submitting a Student Referral to the Supervisors of Attendance

Before starting, you must first enable the “Tasks” widget on the home page.

1. Click on the “Set Preferences” menu
2. Change to the *Home* tab
3. Check off the “Tasks” box and click *ok*

The “Tasks” widget will now appear underneath the announcements box.



1. In the **Tasks** widget on the homepage, click **Initiate**.
2. Choose the workflow of **“Attendance Officer Card”**
3. Click the magnifying glass to choose the student and click *Next*.
4. Complete the referral form by entering the *current* information for the student. The student demographic information required in the form will serve as a “snapshot” of the student at the time of the referral.
5. Enter attendance, social/emotional, and behavior comments. **Note:** All attendance interventions performed by the school must be on record in the **Student Journal**. A link to download instructions on the student journal is located at the top of the form.
6. Click *Next* to confirm and *Finish* to complete the form.
7. You may view the status of your tasks by clicking “Detailed View” at the bottom of the tasks widget to go to the **Tools** tab, workflows side-tab.

