***Issue & Referrals – Screen Shots***

***Handout #1***

***ISSUES – Part 1***

***Teacher Handout***

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| **Start:**Start in ***Chrome***, go to your EPSManaged Bookmarks, and click on Teacher Access Center 4.0 |  |
| **Next:**Open Tac and Select Interventions |  |
| **Next:**Open dropdown window and select classroom issues |  |
| **Next:**Classroom Issue Window opens |  |
| **Next:**Select Type |  |
| **Next:**Drop down codes appear |  |
| **Next:**Select Code |  |
| **Next:**Select location |  |
| **Next:**Enter description with Function language |  |
| **Next:**Use PLUS symbol to dropdown list of students |  |
| **Next:**Select Students |  |
| **Next:**Use PLUS Symbol under Teacher action to add intervention |  |
| **Next:**Use Drop down to add action |  |
| **Next:**Parent contact boxes and intervention outcomes.Be sure to hit save.  |  |
| **Next:**Referring for support |   |
| **Next:**adding notes to referral |  |
| **Next:**Incident List with referral |  |