

# Issue & Referrals – Screen Shots

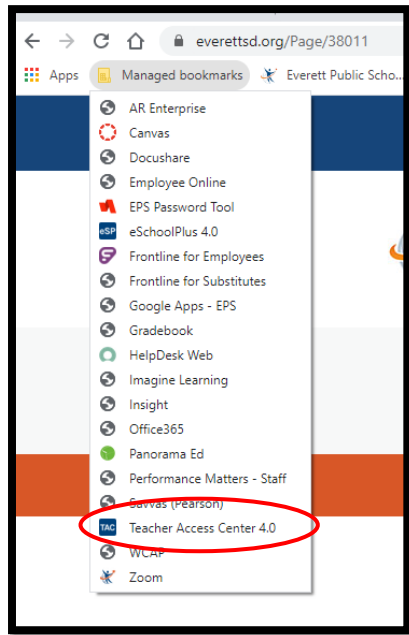
## Handout #1

### ISSUES – Part 1

#### Teacher Handout

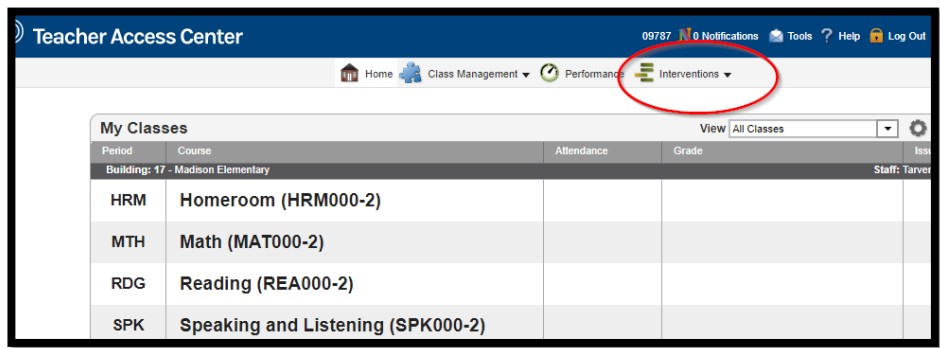
#### Start:

Start in **Chrome**, go to your EPS Managed Bookmarks, and click on Teacher Access Center 4.0

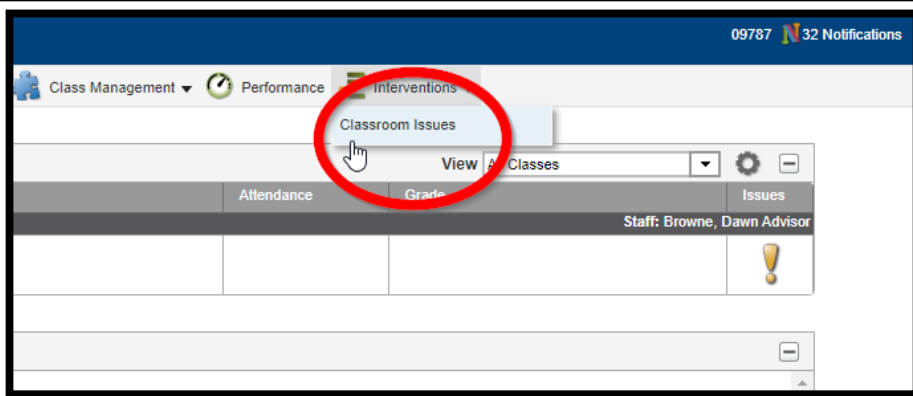


#### Next:

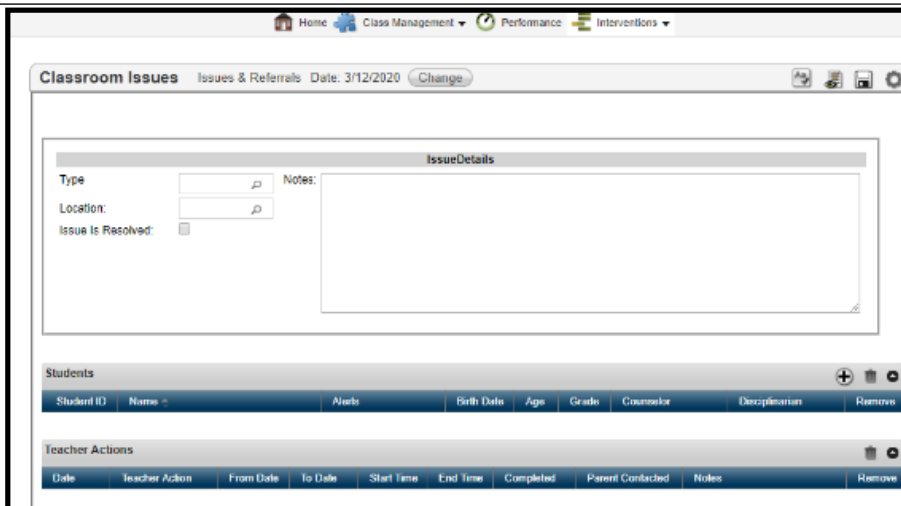
Open Tac and Select Interventions



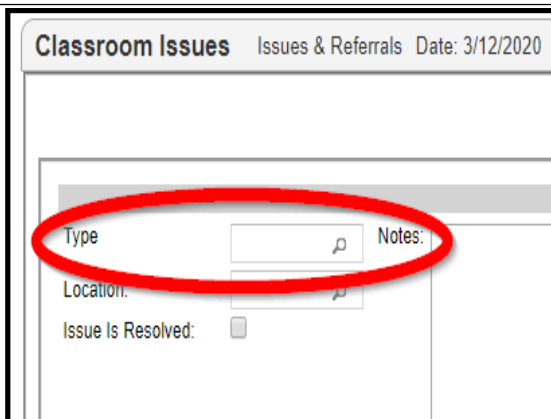
**Next:**  
Open dropdown window and  
select classroom issues



**Next:**  
Classroom Issue Window opens



**Next:**  
Select Type



**Next:**  
Drop down codes appear

**Classroom Issues** Issues & Referrals Date: 3/12/2020 [Change](#)

**IssueDetails**

Type:  Notes:

Location:

Issue Is Resolved: 

L500 Academic Dishonesty  
M400 Defiance/Non-compliance  
M100 Disrespect to adult  
M000 Disrespect to peer  
M600 Disruptive to Class Environment  
M200 Inappropriate Language  
L600 Inappropriate language/behavior or attitude directed at peer  
L100 No Homework  
L000 Not Following Directions  
L200 Not prepared for class/No Materials

**Students**

Student ID	Name	Alerts	Birth Date	Age
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**Next:**  
Select Code

**Classroom Issues** Issues & Referrals Date: 3/12/2020 [Change](#)

**IssueDetails**

Type:  Notes:

Location:

Issue Is Resolved: 

**L100**  
**Code Description**  
L500 Academic Dishonesty  
M400 Defiance/Non-compliance  
M100 Disrespect to adult  
M000 Disrespect to peer  
M600 Disruptive to Class Environment  
M200 Inappropriate Language  
L600 Inappropriate language/behavior or attitude directed at peer  
**L100 No Homework**  
L000 Not Following Directions

**Students**

Student ID	Name	Alerts	Birth Date	Age	Grade	C
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**Next:**  
Select location

**Classroom Issues** Issues & Referrals Date: 3/12/2020 [Change](#)

**IssueDetails**

Type:  Notes:

Location: 

I-01  
**Code Description**  
O-06 Between school and home  
B-03 Bus stop - AM  
B-04 Bus stop - PM  
**I-01 Classroom**  
O-01 Field  
I-03 Gym  
I-16 Hallway  
I-15 Library  
I-12 Lunchroom/Recess

Issue Is Resolved:

**Students**

Student ID	Name	Alerts	Birth
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**Next:**  
Enter description with Function language

**Classroom Issues** Issues & Referrals Date: 3/12/2020 [Change](#)

Type: L100 Location: I-01 Issue Is Resolved: ☐

**IssueDetails**

Notes: Avoid sharing writing assignment with peers and to avoid continued work in class , student did not bring draft of essay. Avoidance of doing the work at home may have also been the case.

**Next:**  
Use PLUS symbol to dropdown list of students

**Classroom Issues** Issues & Referrals Date: 3/12/2020 [Change](#)

Type: L100 Location: I-01 Issue Is Resolved: ☐

**IssueDetails**

Notes: Avoid sharing writing assignment with peers and to avoid continued work in class , student did not bring draft of essay. Avoidance of doing the work at home may have also been the case.

**Students**

Student ID	Name	Alerts	Birth Date	Age	Grade	Counselor	Disciplinarian	Remove

**Teacher Actions**

Date	Teacher Action	From Date	To Date	Start Time	End Time	Completed	Parent Contacted	Notes	Remove

**Next:**  
Select Students

**Student Chooser**

Name	Student ID	Grade	Gender	HRM	Building
<input checked="" type="checkbox"/> [Name]	[ID]	03	Male		Whittier Elementary
<input type="checkbox"/> [Name]	[ID]	05	Male		Whittier Elementary
<input type="checkbox"/> [Name]	[ID]	03	Male		Whittier Elementary
<input type="checkbox"/> [Name]	[ID]	05	Female		Whittier Elementary
<input type="checkbox"/> [Name]	[ID]	03	Female		Whittier Elementary
<input type="checkbox"/> [Name]	[ID]	KK	Female		Whittier Elementary

**Next:**  
Use PLUS Symbol under Teacher action to add intervention

**Classroom Issues** Issues & Referrals Date: 3/12/2020 [Change](#)

Type: L100 Location: I-01 Issue Is Resolved: ☐

**IssueDetails**

Notes: Avoid sharing writing assignment with peers and to avoid continued work in class , student did not bring draft of essay. Avoidance of doing the work at home may have also been the case.

**Students**

Student ID	Name	Alerts	Birth Date	Age	Grade	Counselor	Disciplinarian	Remove

**Teacher Actions**

Date	Teacher Action	From Date	To Date	Start Time	End Time	Completed	Parent Contacted	Notes	Remove

**Next:**  
Use Drop down to add action

**Teacher Action**

Date: \* 03/12/2020

Teacher Action: D1000

Action Start Date:

Action End Date:

Action Start Time:

Action End Time:

Action Completed:

Parent Contacted:

Comments:

OK Cancel

**Next:**  
Parent contact boxes and  
intervention outcomes.

Be sure to hit save.

**Teacher Action**

Date: \* 03/12/2020

Teacher Action: D1000

Action Start Date:

Action End Date:

Action Start Time:

Action End Time:

Action Completed: ☒

Parent Contacted: ☒

Comments: reminded student that reading and writing takes time and effort.

Record content and goal of intervention.

OK Cancel

**Next:**  
Referring for support

**Classroom Issues** IR - Issues Date: 3/12/2020

**Issue Details**

Type: M100

Location: I-01

Issue Is Resolved: Assigned

Status: Assigned

Notes: Avoid having to do work, student became argumentative when I spoke to him about leaving his homework and his work materials at home again.

**Students**

Student ID	Name	Alerts	Birth Date	Age	Grade	Counselor	Disciplinarian
303050	Acharya, Sohan		8/25/2011	8	03		

**Teacher Actions**

Date	Teacher Action	From Date	To Date	Start Time	End Time	Completed	Parent Contacted	Notes	Actions
3/12/2020	Brief Cool-down Break (inside classroom)						<input checked="" type="checkbox"/>	I had the student journal about barriers to bring work back and forth and completing work at home. I spoke to the student and parents about what supports could be put in place.	

**Referral Detail**

Referral Date	Referred To	Referral Status	Referral Notes

**Next:**  
adding notes to referral

**Refer Issue**

Student	Grade	Date	Issue	Notes
Alwalya, [redacted]	03		Disrespect to adult	Avoid having to do work, student became argumentative when I spoke to him about leaving his homework and his work materials at home again.

Date	Teacher Action	From Date	To Date	Start Time	End Time	Completed	Parent Contacted	Notes
3/12/2020	Brief Cool-down Break (inside classroom)						<input checked="" type="checkbox"/>	I had the student journal about barriers to bring work back and forth and completing work at home. I spoke to the student and parents about what supports could be put in place.

**Related Issues**

Date	Issue Date	Notes	Action	Notes
		Avoidance of work, I think due to academic deficits is prompting student to becoming increasingly agitated.		

Issue Notes:

**Send** **Cancel**

**Next:**  
Incident List with referral

**Classroom Issues List**

Issue Date	Issue	Name	Student ID	Notes	View	Issue Status	Administrative Action			Del
							Incident	Category	Action	
03/12/2020	Disrespect to adult	Alwalya, [redacted]	500030	Avoid having to do work, student became argumentative when I spoke to him about leaving his homework and his work materials at home again. Avoidance of work, student has stopped bringing materials to school such as writing materials, journals and homework. Avoid sharing writing assignment with peers and to avoid continued work in class, student did not bring draft of essay. Avoidance of doing the work at home may have also been the case.	IR - Issues & Referrals	Referred				
03/12/2020	Not prepared for class/No Materials	Alwalya, [redacted]	[redacted]		IR - Issues & Referrals	Completed				
03/12/2020	No Homework	Alwalya, [redacted]	[redacted]		IR - Issues & Referrals	Assigned				