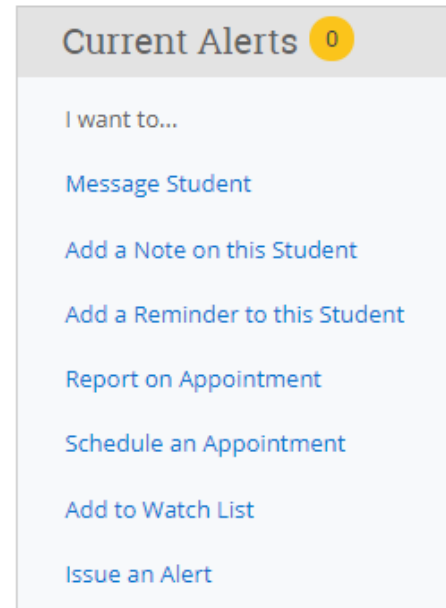


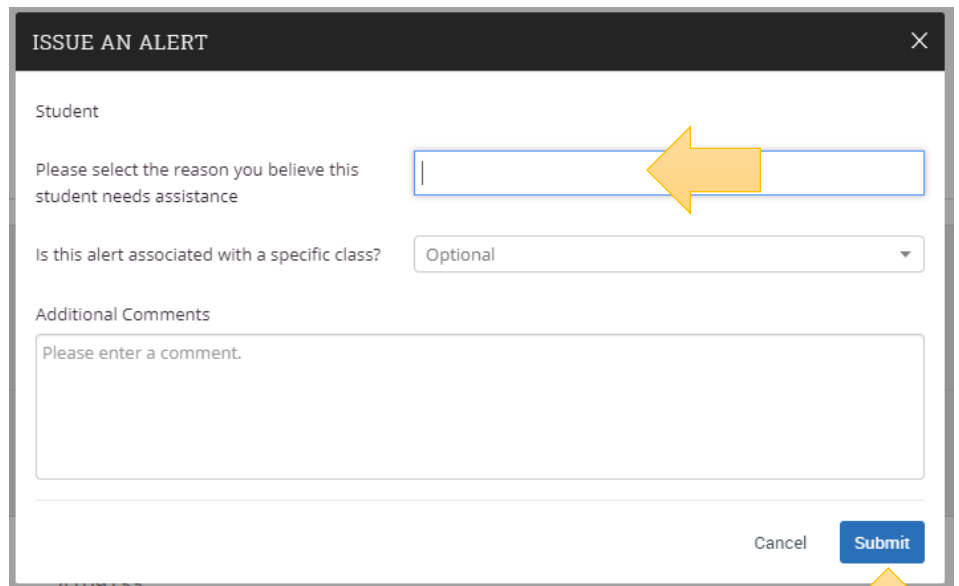
How to Make a Referral for a Student

Referrals should be used for non-emergency situation only. For a complete list of Referral and Case Management Information, [click here](#).

1. From the student's page, click Issue an Alert on the right side of the screen



2. Click on the drop down and select the group you want to refer the student to
3. Add comments in the Additional Comment box to give additional information and click Submit



A screenshot of the 'ISSUE AN ALERT' form. The form has a dark header with the title 'ISSUE AN ALERT' and a close button. The main content area includes a 'Student' field, a dropdown menu for 'Please select the reason you believe this student needs assistance' (indicated by a yellow arrow), a dropdown for 'Is this alert associated with a specific class?' (set to 'Optional'), and a text area for 'Additional Comments' with the placeholder 'Please enter a comment.'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with a yellow arrow pointing to the 'Submit' button.