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

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