

ASPEN SOCIAL-EMOTIONAL STUDENT REFERRAL WORKFLOW SYSTEM OVERVIEW

The **CONDUCT REFERRAL** workflow that many teachers use is an excellent way for teachers to securely submit office referral to an administrator for resolution and obtain feedback on the referral when completed. However, there has been a need to use the same secure communication workflow for non-conduct issues

The new **SOCIAL-EMOTION WORKFLOW** now renamed **SOCIAL-EMOTION-ATTENDANCE WORKFLOW** is now available to all schools to use now. This new workflow allows staff to send a "referral" to another staff member (not just an administrator) to make a record of an issue that needs someone else's involvement.

Anyone can send a **S-E referral** to anyone in their school regardless of their job. Workflow also allows you to re-assign to someone else for additional follow up

Teacher to Teacher Teacher to Counselor Teacher to Attendance Officer Counselor to Counselor
Attendance Officer to Counselor Office to Counselor Principal to Counselor etc.

A major benefit of the S-E workflow is that the end results all end up in the Journal area for a student. Public journal entries are then visible to anyone with access to the student. Journal entries can still be added, edited the traditional way of Options > Add but the S-E workflow should save time and allow for more information to be collected to show how students are being assisted.

The Journal area is often looked at by admin when parents call are reviewed to see what exists. Too often schools are helping students but the evidence is not saved anywhere.

PLEASE TAKE THE TIME TO WATCH THIS 6 minute video that show the features for this. I do babble as usual but you will get the essence of this. If requested we can follow up with additional training aids for you to discuss with your staff. Using this will be your decision and you will need to communicate your intent to your staff. Let us know if your school also wants to do the conduct workflow as well. Half our schools already do. Email me as needed. bmikolazyk@fallriverschools.org

<http://vimeo.com/66826296>



