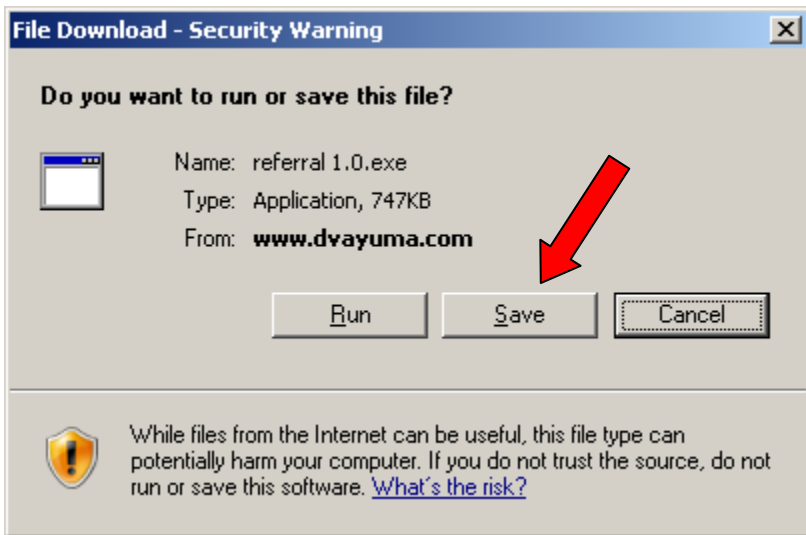


POSITIVE ACTION REFERRAL FORM

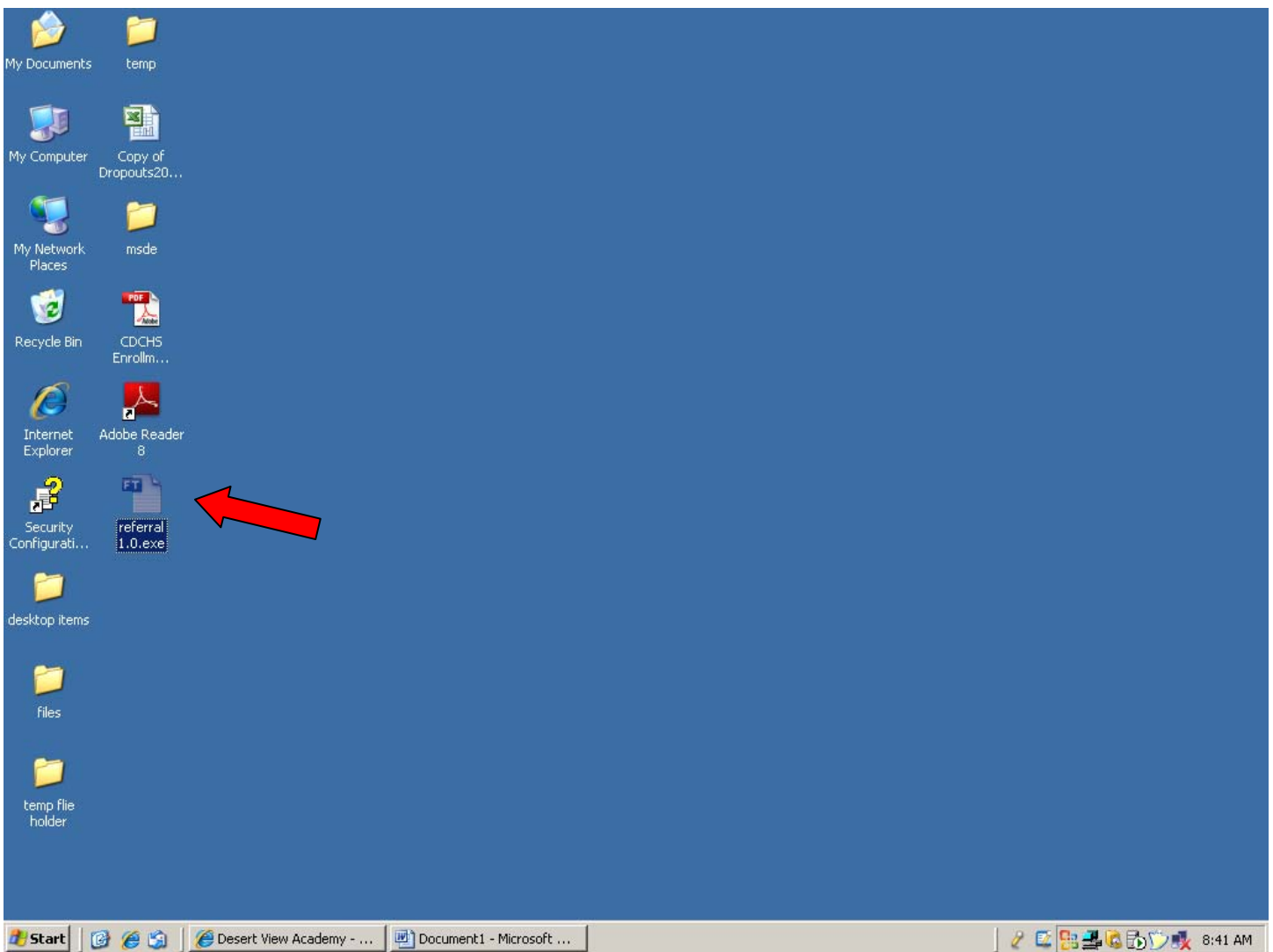
To use the referral form it must first be downloaded from the Desert View website. This is the only time you will have to do this since it will be available on your computer after completing the download.

The screenshot shows a Windows Internet Explorer browser window displaying the Desert View Academy website. The address bar shows the URL <http://www.dvayuma.com/forms.htm>. The website header includes the Desert View Academy logo and a navigation menu with links for Home Page, School, Power School, School Calendar, Bus Schedule, Contact Us, and Employment. The main content area is titled "Documents and Forms" and is divided into two columns. The left column, "FORMS and DOCUMENTS", lists several items: Eagle Eye, Referral Form (download before using), Computer Use Policy, Truancy Warning, Home Language Questionnaire, 45 Day Screening Report, Professional Development Plan, Employee Handbook, SMART Goal Planning Template, RTI Referral Form, and Data Analysis Question Worksheet. A red arrow points to the "Referral Form (download before using)" link. The right column, "FREQUENTLY ASKED QUESTIONS", lists "What to do when mailbox is over limit". The Windows taskbar at the bottom shows the Start button, several open applications including "Desert View Ac...", "Document1 - Micr...", "Doc1.doc - Micros...", "FormTool 6 E-Fille...", and "PKBACK# 001 (E:)", and the system tray with the time 8:55 AM.

After logging in and selecting the “Referral Form” you will receive a prompt to Run, Save or Cancel. You must select the “Save” option which will save the file to your computer. For easy access please select your Desktop as the destination for the file so you will be able to find it. (see below)



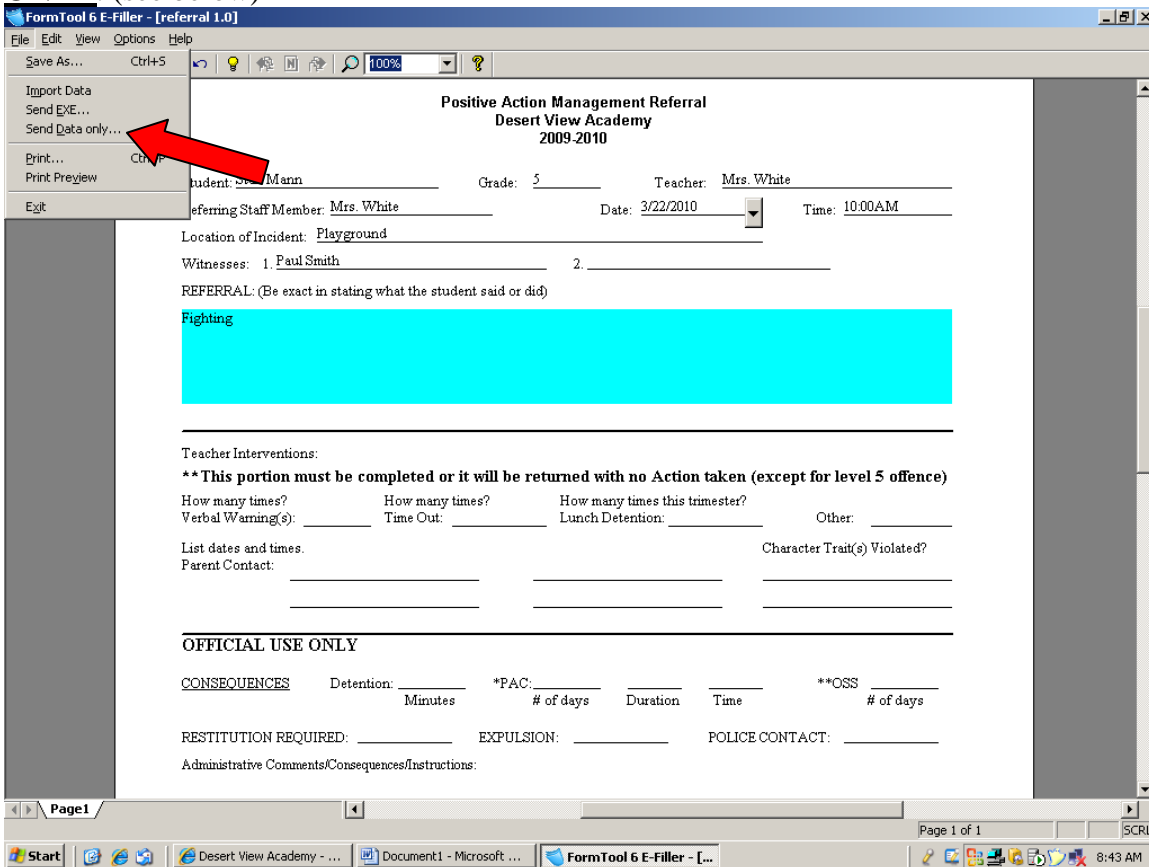
After saving to your desktop you can now open the form by double clicking on the icon (see below)



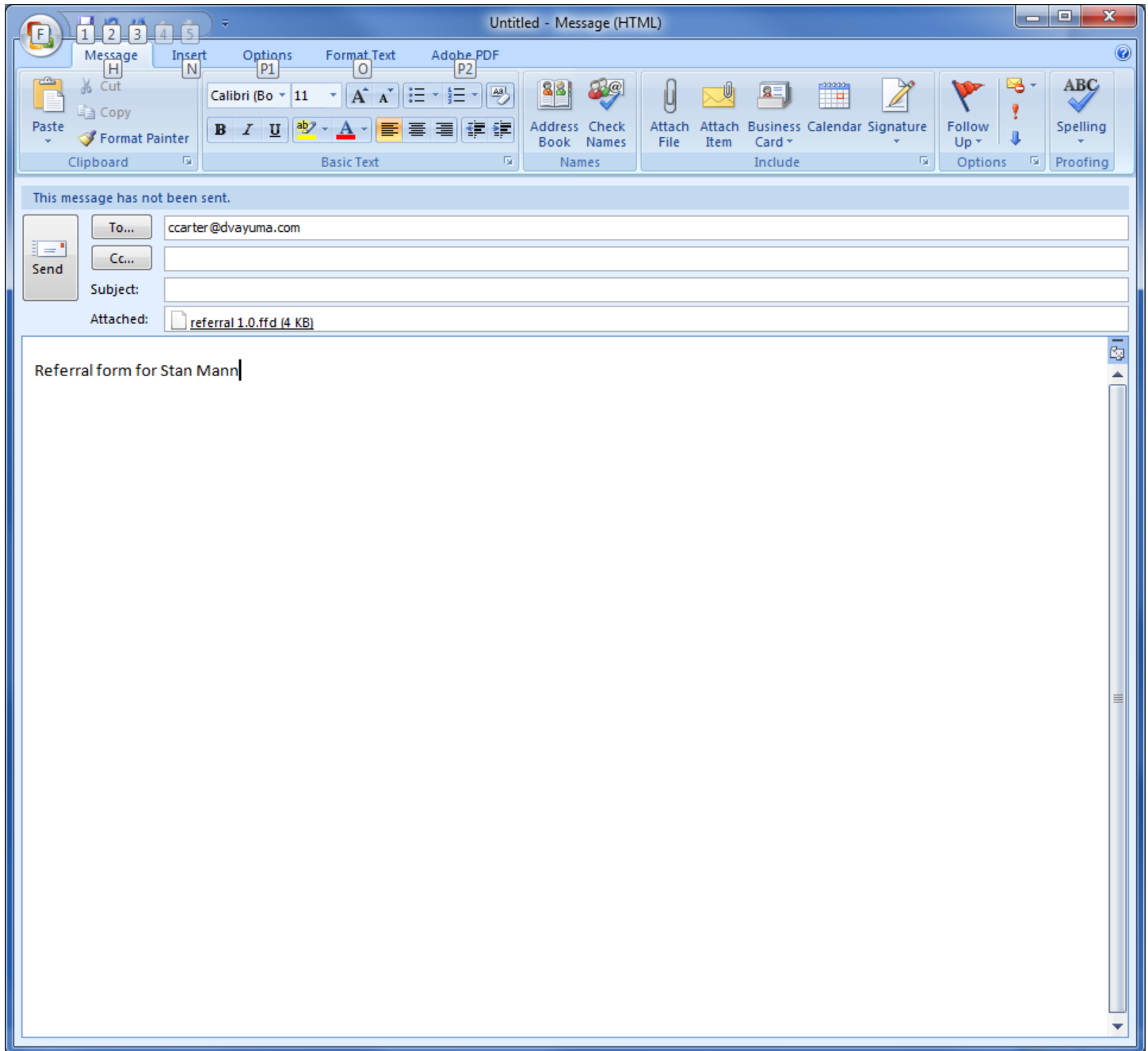
Every time you open the file it will display the security warning. Please select “Run” to complete the opening of the file. (see below)



After the referral is filled out and ready for submitting there is no need to save the file since it will be sent electronically to the person managing the referrals. To send the referral, first click on **FILE** the **SEND DATA ONLY**. (see below)



After selecting to **SEND DATA ONLY** your email will open a new mail. Enter the email address for the person you intend on sending the referral data to and enter any information you would like to add in the body of the mail and send. (see below)



The person receiving the referral will then open their email and save the attachment to any desired location. To populate the referral with the data that was sent, first open the referral form the click on **FILE** and **IMPORT DATA**. You will be prompted to point to the location of the data file to import. After selecting the data file the form will then be populated with the information that was sent. (see below)

FormTool 6 E-Filler - [referral 1.0]

File Edit View Options Help

Save As... Ctrl+S
 Import Data
 Send EXE...
 Send Data only...
 Print... Ctrl+P
 Print Preview
 Exit

Positive Action Management Referral
 Desert View Academy
 2009-2010

Student: Stan Mann Grade: 5 Teacher: Mrs. White
 Referring Staff Member: Mrs. White Date: 3/22/2010 Time: 10:00AM

Location of Incident: Playground

Witnesses: 1. Paul Smith 2. _____

REFERRAL: (Be exact in stating what the student said or did)

Fighting

Teacher Interventions:
**** This portion must be completed or it will be returned with no Action taken (except for level 5 offence)**

How many times? _____ How many times? _____ How many times this trimester? _____
 Verbal Warning(s): _____ Time Out: _____ Lunch Detention: _____ Other: _____

List dates and times. _____ Character Trait(s) Violated? _____
 Parent Contact: _____

OFFICIAL USE ONLY

CONSEQUENCES Detention: _____ *PAC: _____ **OSS _____
 Minutes # of days Duration Time # of days

RESTITUTION REQUIRED: _____ EXPULSION: _____ POLICE CONTACT: _____

Administrative Comments/Consequences/Instructions:

Page 1 of 1

Start Desert View Academy - ... Document1 - Microsoft ... FormTool 6 E-Filler - [... 8:43 AM