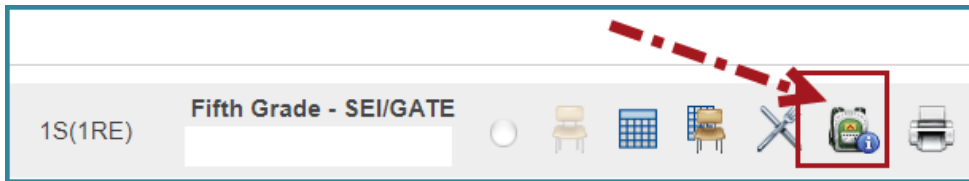


PowerTeacher Student Referral

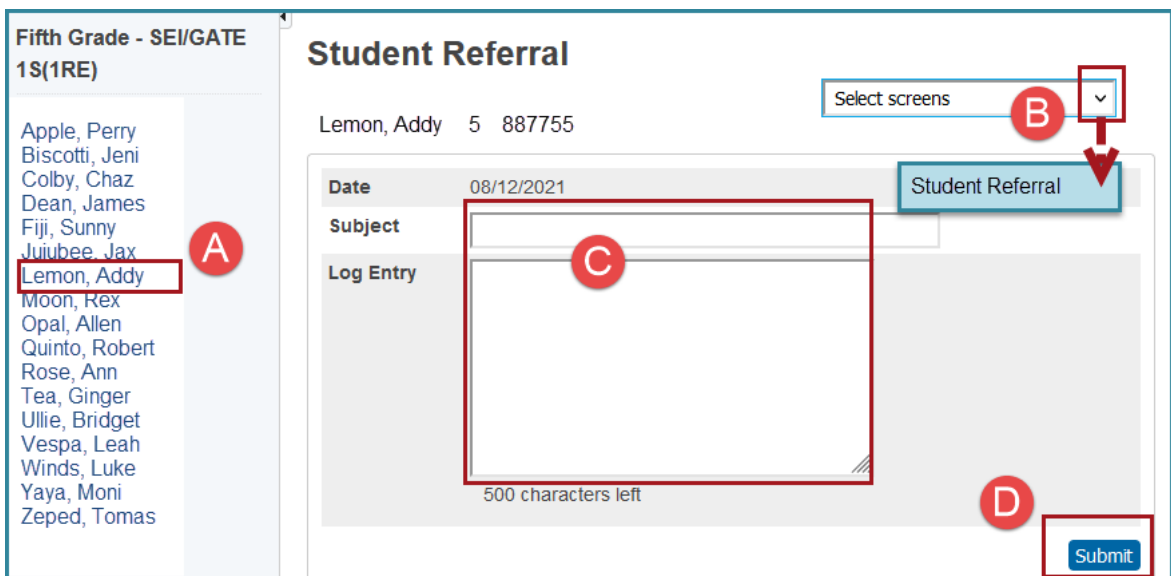
Located in PowerTeacher, Student Referrals are submitted for rostered students by classroom teachers. Site administrators access each entry via PowerSchool to review and process. Teachers are unable to edit or delete a referral once it is submitted.

How to create a Student Referral

1. Sign in to your **PowerTeacher account**.
2. Click the **backpack icon** for the desired course.



3. From the class roster page:
 - A. Select the **student's name**
 - B. Click the **Student Screens** dropdown and select Student Referral
 - C. Enter a **subject line** and complete the **Log Entry field** with the following information:
 - ✓ Date and time of the behavior
 - ✓ Description of what happened
 - ✓ Description of actions steps take to address behaviors/situation
 - ✓ Date, time and description of parent contact
 - ✓ Do not enter student names. Use either first name/last name initials or Student ID
 - D. Click **Submit** to save the referral.



Fifth Grade - SEI/GATE
1S(1RE)

Apple, Perry
Biscotti, Jeni
Colby, Chaz
Dean, James
Fiji, Sunny
Juijubee, Jax
Lemon, Addy
Moon, Rex
Opal, Allen
Quinto, Robert
Rose, Ann
Tea, Ginger
Ullie, Bridget
Vespa, Leah
Winds, Luke
Yaya, Moni
Zeped, Tomas

Student Referral

Lemon, Addy 5 887755

Select screens **B**

Date 08/12/2021

Student Referral

Subject **C**

Log Entry **C**

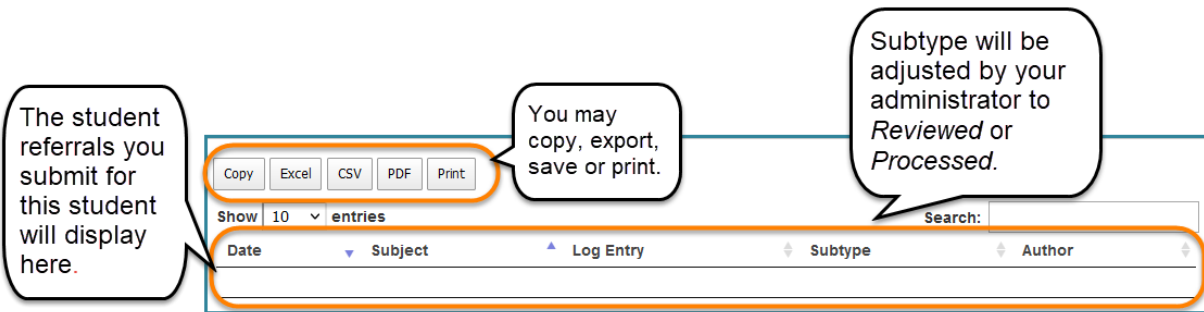
500 characters left

D Submit

How to View Student Referrals

Student Referrals in PowerTeacher are viewable one student at a time. You will only see the referrals associated to you as the author. You may use the buttons available to export to Excel for tracking and follow-up if you chose.

1. Click the **Backpack icon** and select the **student's name** from the roster.
2. From the **Student Screens dropdown**, select **Student Referral**.
3. The list of Student Referrals displays at the bottom of the page.



The student referrals you submit for this student will display here.

You may copy, export, save or print.

Subtype will be adjusted by your administrator to *Reviewed* or *Processed*.

Copy Excel CSV PDF Print

Show 10 entries

Search:

Date	Subject	Log Entry	Subtype	Author
------	---------	-----------	---------	--------