

District 87 Tardy Referral

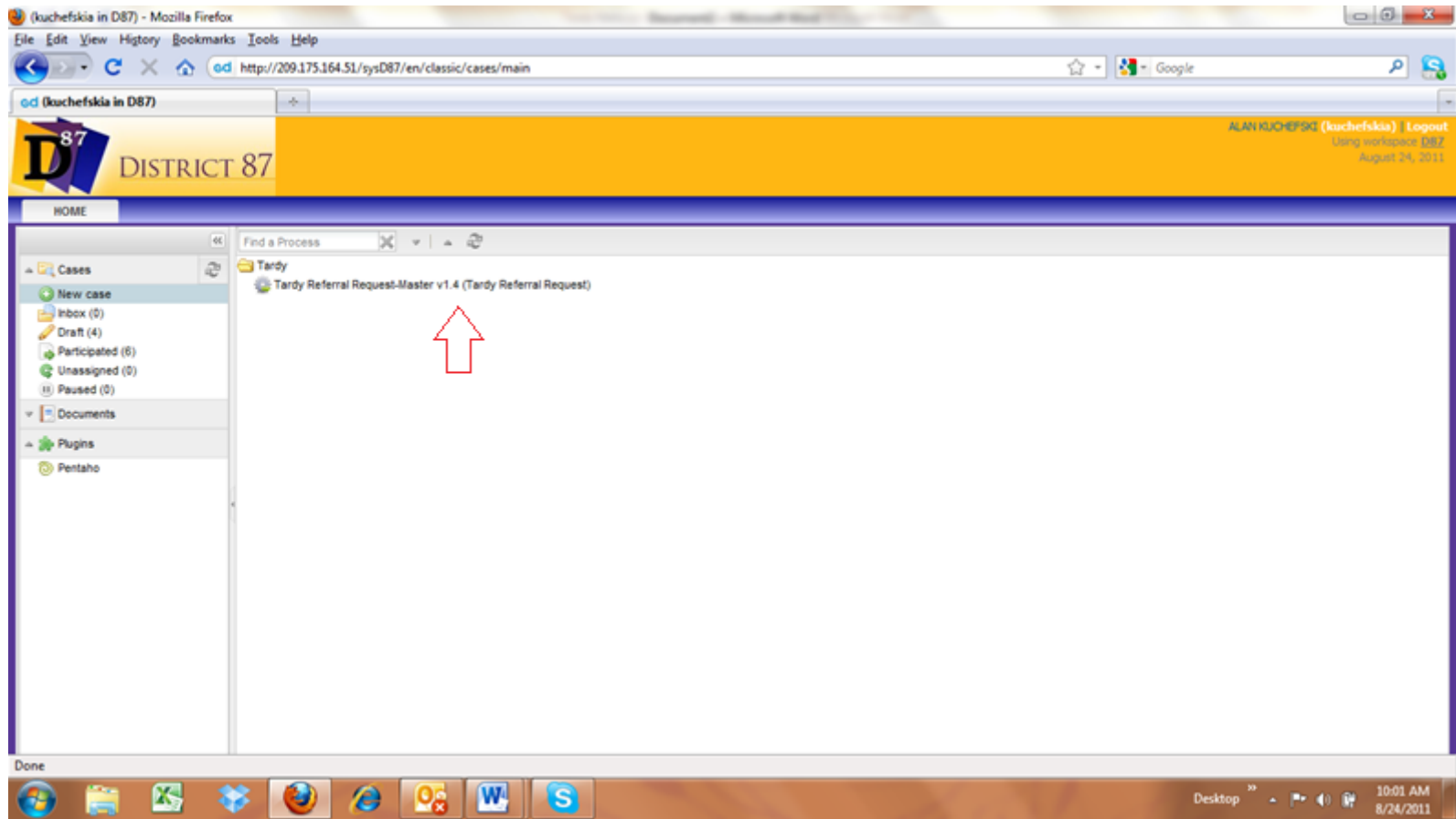
Login to the site using your district login and password

To submit a tardy referral form, first click the New Case link at the top left of your webpage.

The screenshot shows the District 87 web application interface. The browser window is titled "(kuchefskia in D87) - Mozilla Firefox" and the address bar shows "http://209.175.164.51/sysD87/en/classic/cases/main". The page header includes the District 87 logo and user information for ALAN KUJEFSKI. The main content area features a sidebar with navigation options like "New case", "Inbox (0)", "Draft (4)", "Participated (6)", "Unassigned (0)", and "Paused (0)". A red arrow points to the "New case" link. The main table area is empty, displaying "No records found".

District 87 Tardy Referral

Then double click on Tardy Referral Request.



District 87

Tardy Referral

You will arrive at this page where you will see students IDs and names along with their Assistant Principal's Name, Period, Course Name, and Grade. The list is sorted by class period and then student name. To the right of these columns, there is a column titled Tardy Type. Use the drop down box that corresponds with the student who has been tardy 3 or more times and select the correct amount. Once you are finished click the Next button at the bottom of the page

ALAN KUCHEFSKI (kuchefskia) | Logout
Using workspace D87
August 24, 2011

Case #: 11

Tardy Referral Form

Teacher: ALAN KUCHEFSKI
Date: 08-24-2011

| Student ID | Student Name | Asst. Principal Name | Period | Course Name | Grade | Tardy Type | |
|------------|--------------|----------------------|----------------|-------------|-------------|------------|---------|
| 1 | 26025 | YESENIA ADAME | DAVID LAFRANCE | 1 | Jr Lit/Comp | 11 | |
| 2 | 56633 | WHITNEY BINGHAM | DAVID LAFRANCE | 1 | Jr Lit/Comp | 12 | Tardy 3 |
| 3 | 65321 | SAMARA CHILDS | DAVID LAFRANCE | 1 | Jr Lit/Comp | 11 | |
| 4 | 58546 | CHAZNEY DAVIS | DAVID LAFRANCE | 1 | Jr Lit/Comp | 10 | |
| 5 | 58168 | THOMAS DAVIS | DAVID LAFRANCE | 1 | Jr Lit/Comp | 12 | |
| 6 | 65089 | KENNETH FRANTZ | DAVID LAFRANCE | 1 | Jr Lit/Comp | 11 | Tardy 6 |
| 7 | 65372 | KASA HANEY | APRIL HICKLIN | 1 | Jr Lit/Comp | 10 | |
| 8 | 98076 | SETH HARRIS | APRIL HICKLIN | 1 | Jr Lit/Comp | 11 | |
| 9 | 70815 | KESYON HEARD | APRIL HICKLIN | 1 | Jr Lit/Comp | 10 | |
| 10 | 65139 | WILLIAM KOESTNER | APRIL HICKLIN | 1 | Jr Lit/Comp | 10 | |
| 11 | 5298 | BRITTANY LISKA | APRIL HICKLIN | 1 | Jr Lit/Comp | 11 | |
| 12 | 65278 | AARON MCFARLANE | APRIL HICKLIN | 1 | Jr Lit/Comp | 11 | |
| 13 | 65339 | KATHERINE SALCH | TAWN FOLTZ | 1 | Jr Lit/Comp | 11 | |
| 14 | 1647 | NICHOLAS SPARKS | TAWN FOLTZ | 1 | Jr Lit/Comp | 11 | |

Done

District 87 Tardy Referral

Use the digital calendars to select the date of each of tardy. When finished, click the Submit button.

ALAN KUCHEFSKI (kuchefskia) | Logout
Using workspace D87
August 24, 2011

HOME

Steps Information Actions Case Notes

Case #: 11

Case #: 11 Title: ALAN KUCHEFSKI/Tardy Referral

Previous Step

**Bloomington District 87
Tardy Referral Form**

Teacher: ALAN KUCHEFSKI
Date: 08-24-2011

| Student ID | Student Name | Asst. Principal Name | Period | Course Name | Grade | Tardy Type | Date | Date | Date |
|------------|-----------------|----------------------|--------|-------------|-------|------------|--------------|--------------|--------------|
| 1 56633 | WHITNEY BINGHAM | DAVID LAFRANCE | 1 | Jr Lit/Comp | 12 | Tardy 3 | 1 08-09-2011 | 2 08-10-2011 | 3 08-05-2011 |
| 2 65089 | KENNETH FRANTZ | DAVID LAFRANCE | 1 | Jr Lit/Comp | 11 | Tardy 6 | 4 08-02-2011 | 5 08-11-2011 | 6 08-19-2011 |

Submit

Done

District 87

Tardy Referral

Click the Continue button. After the tardy referral has been created, it creates multiple cases, 1 for each student. These end up in the inbox of the dean, who chooses the appropriate disposition and it creates a document file that is then stored, and an email is sent back to the teacher.

