

Aeries "Pre-Referral Interventions" Tab Training

The "Pre-Referral Intervention" tab in Aeries will now be used by teachers to document the interventions they are integrating into their classrooms. The following is a suggested "how-to" guide to help teachers learn how to use the "Pre-Referral Intervention" tab and about what they should and should not post in the Pre-Referral tab for our students.

Directions:

- 1) Teachers log into Aeries and searches for the student who they are wanting to add information for. Teachers then go to "Student Data," then click "Interventions," and then click "Pre-Referral Interventions" tab.
- 2) The "Pre-Referral Interventions" tab opens a window with four different tabs as the top. To enter information, click "Add New Record."
- 3) Under the "Details" tab, teachers do not have to type in information.
- 4) Go to the next tab, "Interventions" and click "Add New Intervention Code." On the drop-down option, click the option that corresponds to the intervention that the teacher utilized in the classroom and then click the "floppy disk" icon to save the information that was added.
- 5) Go to the next tab, "Reasons" and select the category for the reasons for intervention from the drop-down menu and then click the "floppy disk" icon to save the information that was added.
- 6) On the tab to the far right, "Parent Meetings and Contact," enter the "Type of Meeting" the teacher had with the parent/guardian. Under "Person Contacted," the teacher can type in the title (i.e. mother, guardian, etc.) or the name of the parent/guardian the teacher contacted.
- 7) Teacher needs to go back to the "Details" tab on the far left to "Save" the information added.
- 8) When teachers need to add more interventions, they click "Add New Record" under "Details."
- 9) If a teacher needs to access the intervention previously added, then it is accessible on the far-right side of the screen, listed by date.
- 10) If a teacher makes an error, they can email their building administrator to delete the entry for them.

The image contains three numbered screenshots illustrating the steps to access the Pre-Referral Interventions tab in Aeries.

1) A screenshot of the Aeries navigation menu. The "Student Data" dropdown is expanded, and "Pre-Referral Interventions" is highlighted at the bottom. A blue arrow points to this option.

2) A screenshot of the "Pre-Referral Interventions" window. The "Interventions" tab is selected, and the "Add New Record" button is highlighted in yellow.

3) A screenshot of the "Pre-Referral Intervention Details" form. The form is pre-filled with the following information: Date: 04/08/2019, Staff/Teacher: 8253, School: Freedom High School. The form includes fields for Comment, Progress Status, Progress Comment, % Success (set to 0), and Success Comment. "Save" and "Cancel" buttons are at the bottom.

4)

5)

6)

7)

8)

9)

Date	Staff Name	Interventions
4/8/2019	Ferreira, Julia	Check In Out

(example of how the entered interventions will look on the right side of the screen).

What should teachers add to the Pre-Referral Interventions tab?

- Teachers should document the Tier 2 interventions utilized in the classroom.
- If a student in on a teacher’s yellow folder list for more than two weeks, consider documenting the interventions being used to support the student.
- Any contact with parent/guardian must be documented as an intervention.

What should teachers avoid adding to the Pre-Referral Interventions tab?

- Teachers should refrain from adding information to the Pre-Referral tab that they would not want to be shared with the parent/guardian.
- Please do not add negative comments/details, such as “parent was rude” or “student can’t learn.” Parents/guardians could gain access to view all comments.