



**Referral Generator**  
**Program Documentation**  
Licking Area Computer Association

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## **What is Referral Generator ?**

Referral Generator creates a county board attendance referral sheet by pulling as much information as possible from the SIS files after the user has answered a few questions. The user is then presented with many options, such as viewing the referral, printing the referral, or E-Mailing the referral sheet to the county board.

## **How do I Access Referral Generator?**

- First, get into the SIS Student Software. From the Main Menu in SIS, choose  
12. Link to Other Applications  
Then choose  
4. REFR - Referral Generator Program
- You can also access it directly as the screen REFR by typing D REFR at the command prompt.

Command: ***D REFR***

## **Entering Referral Sheet Information**

When you first access the program, you will be prompted for a Student ID.

- Input the SIS ID of the student you want to create a referral sheet for. If the student is not found, an error message will be printed and you will be asked if you would like to try another ID.

The user is then prompted to enter up to three lines giving a description of the reason for the student's absences.

- Enter up to (3) three lines for the reason. Each line can contain 70 characters.
  - Pressing RETURN or ENTER without typing any text will leave the description line blank.

### **EXAMPLE: Referral Generator Screen**

```

                                REFERRAL GENERATOR
Copyright 1995, Licking Area Computer Association, Newark, OH      V1.0

      Enter Student ID >12345

      Enter a description of the reason for absence (up to 3 lines):
Line 1: This student has missed way too much school.
Line 2: He has a problem.
Line 3:
```

### **SIS Management (MGMT) Screen**

All referrals that are created are given an entry in the SIS MGMT screen (REFR-01). You can print referrals from SIS the same as you would print any other SIS report. You can use this to create many referrals for printing at a later time, if you wish.

### **Referral Generator Options**

Once a student ID has been correctly entered and a referral has been generated, this menu will be displayed. These are all of the things you can do with the referral sheet.

### **EXAMPLE: Referral Generator Option Screen**

```

                                REFERRAL GENERATOR
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      1. Display referral on your screen
      2. Print referral to your attached printer
      3. Send this referral to the county office through E-Mail
      4. Create a referral for another student
      5. Exit the Referral Generator Program

      Enter choice >
```

#### **1. Display referral on your screen.**

This option allows you to preview the referral before printing or E-Mailing it. Use the Previous and Next keys (Page Up, Page Down) to view the entire referral, and Q to quit viewing.

**2. Print referral to your attached printer.**

Prints the referral sheet on the printer directly attached to your VT420 terminal, Windows PC, or Macintosh.

**3. Send this referral to the county office through E-Mail.**

This option allows you to bypass printing the referral sheet and mailing it to the county board through the postal mail service. Just choose this option to send the sheet directly to the county attendance officer of your choice through E-Mail.

**4. Create a referral for another student.**

Choose this option to input another student ID to create a referral for. All referrals are saved in the SIS MGMT screen. If you created a referral, then accidentally chose this option before you printed or E-Mailed it, you can still print it from the SIS MGMT screen.

**5. Exit the Referral Generator program.**

Returns you to SIS.

**EXAMPLE: Sample Referral Sheet**

1995-1996  
L i c k i n g   C o u n t y   S c h o o l s

Report of Absence of Pupils

The school is largely responsible for securing proper attendance. However, there will be times when you need aid from our attendance department. When that time comes, we shall expect a complete report made on this form. If you find it necessary to telephone, be prepared to give this information over the phone.

Pupil's Name : JOHN DOE Date of Birth : 01/01/80  
Parent's Name : MR./MRS. DOE Home Phone : (614) 555-5555  
Complete Address : 1234 SOMEWHERE ROAD Business Phone : (000) 555-4444  
NEWARK, OH 43055 SSN : 123-45-6789

Grade : 08 School : NEWARK HIGH SCHOOL

Report of Absence : Total: 003.5 Days Due: 085.0 Tardy: 0003  
Excused: 003.5 Unexcused: 000.0 Truant: 000.0

Calendar Code : X = Not a Day of School Lowercase code = 1/2 Day

	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3						
	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1
August	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R
September	X	X	X	R	A				X	X			A			X	X			A	a	X	X							X	X
October	X						X	X	T				X	X				X	X	X									X	X	
November			X	X					X	X					X	X			X	X	X	X	X							X	
December	X	X					X	X					X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X
January	X	X			X	X					X	X	X				X	X						X	X						
February			X	X				X	X				X	X	X	X				X	X								X	X	
March		X	X				X	X				X	X					X	X										X	X	
April	X	X	X	X	X	X					X	X					X	X						X	X				X	X	
May			X	X				X	X				X	X					X	X				X	X	X				X	
June	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Cause of Absence :  
This student has missed way to much school.  
He has a problem.

Referral Sent By : Chad Carson Date : 01/09/96

The absence grid uses the following letters to represent different kinds of days.

- SPACE = Valid day of school.
- X = NOT a day of school. Weekends, breaks, holidays, etc.
- Uppercase = Full day of absence. Same codes as used in SIS for absences.
- Lowercase = Half day of absence. Same codes as used in SIS for absences.