



Synergy MTSS

Request for Support

Edupoint[®]

 **Synergy**[®]
Education Platform

Purpose/Agenda

Today we will be learning the Pieces of *MTSS Request for Support*:

1. Submitting a RFS

- Submitting a Request from TVUE
- Submitting a Request from SIS

2. Accessing Requests from the SIS Side

- Reviewing and updating the status of a Request in MTSS Workflow
- Viewing accepted Requests from an MTSS Plan

2. Task Notifications

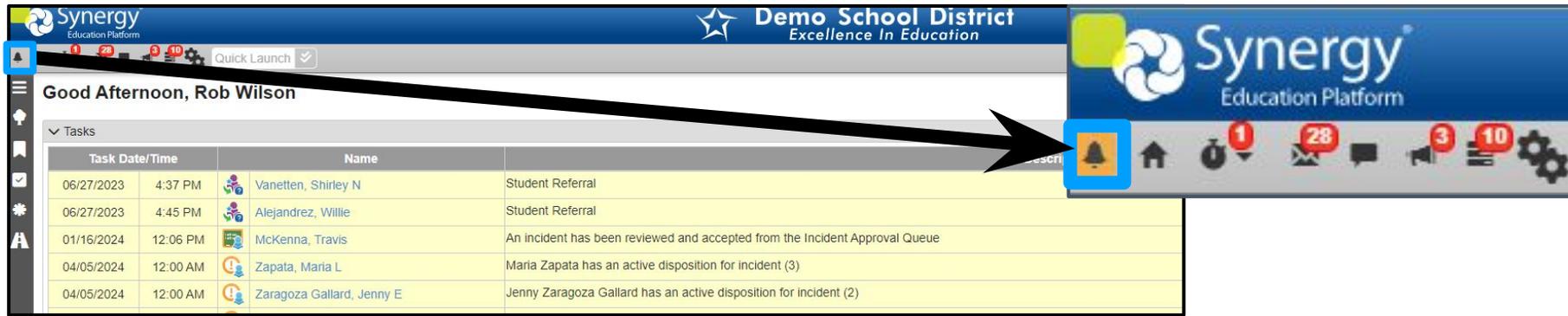
- Where are notifications sent?

The purpose of this training is to learn how to create and review Requests for Support.

Creating a Request for Support | TVUE

First, Navigate to a TVUE Seating Chart

1. From the SIS side, click on the small **Bell** icon in the upper left hand side.



2. Choose a **Class Focus**
> School > Teacher > Class Section

The screenshot shows the 'Class Focus' selection form. It includes dropdown menus for 'School Year' (2023-R), 'School' (Adams Elementary), and 'Teacher' (Carroll, Natalie). Below these are 'Terms' (Year) and a table of class sections.

| Period | Course | Section ID | Students | Term | Room | Meeting Days | Att Taken |
|--------|-----------|------------|----------|------|---------------|--------------|-----------|
| Year | | | | | | | |
| 1 | 3/4 Grade | 0102 | 29 | YR | 202 - Carroll | | |

Creating a Request for Support | TVUE

Click on a **student's picture** and select **Add Request for Support** from the menu.

- Select a **Date**
- Choose a Request **Type**
- And tag a **Person Responsible**
- Complete the form
- Click **Submit**

Alpha - Last, First Edit

FRO

| | | | |
|---|--|--|---|
|  |  |  | Click line to open student detail Compose Email Communication Grade Book Log Student Contact Add CICO Enrollment Add MTSS Plan Add Observation Add Request for Support |
| Aaron, Ian | Alejandrez, Willie | Allen, Stephanie | |
| Non-Binary - 04 | Male - 03 | Female - 03 | |
| They/Them | He/Him | She/Her | |

Add Request for Support

Student *
Allen, Stephanie (1...)

Date *
5/3/2024

Type *
Math Referral

Person Responsible
Select...

student profile

Submit

Save Draft

Submit & Print

Describe the main reason(s) for this referral: *

What specific areas in Math does this student need support with? (check any that apply) *

| | |
|---|--|
| <input type="checkbox"/> Basic Math Facts | <input type="checkbox"/> Word Problems |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Measurement |
| <input type="checkbox"/> Number Sense | <input type="checkbox"/> Time |
| <input type="checkbox"/> Graphs/Charts | <input type="checkbox"/> Money |
| <input type="checkbox"/> Computation | <input type="checkbox"/> Other |

If 'Other' - describe below:

List any strategies that have been used that seemed to have a positive response from the student: *

List any strategies that have been used that seemed to have a negative response from the student: *

Have parents been contacted regarding this concern? *

Yes
 No

Creating a Request for Support | TVUE

Add Request for Support

Student *
Allen, Stephanie (1... ▾)

Date *
5/3/2024 📅

Type *
Math Referral ▾

Person Responsible
Select... ▾
[student profile](#)

Submit

Save Draft

Submit & Print

Describe the main reason(s) for this referral: *
[Text Area]

What specific areas in Math does this student need support with? (check any that apply) *

| | |
|---|--|
| <input type="checkbox"/> Basic Math Facts | <input type="checkbox"/> Word Problems |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Measurement |
| <input type="checkbox"/> Number Sense | <input type="checkbox"/> Time |
| <input type="checkbox"/> Graphs/Charts | <input type="checkbox"/> Money |
| <input type="checkbox"/> Computation | <input type="checkbox"/> Other |

If 'Other' - describe below:
[Text Area]

List any strategies that have been used that seemed to have a positive response from the student: *
[Text Area]

List any strategies that have been used that seemed to have a negative response from the student: *
[Text Area]

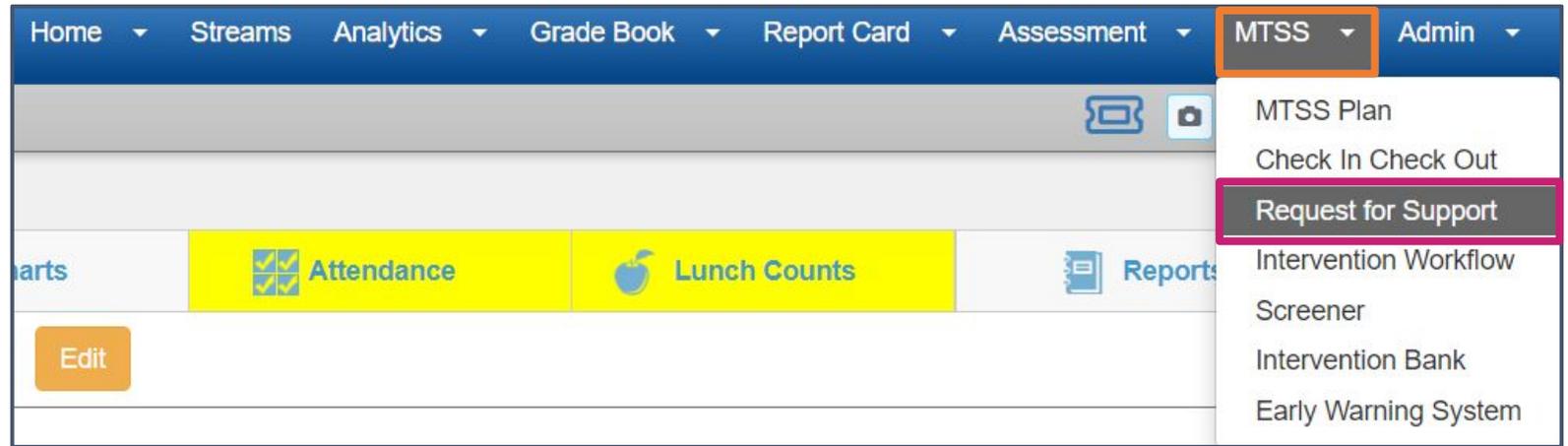
Have parents been contacted regarding this concern? *

Yes
 No

Teachers can fill out the form partially and then return later to complete it by using the **Save Draft** button.

Creating a Request for Support | TVUE

Hover over the **MTSS Menu** at the top of the screen and select **Request for Support**



1. Drag **columns** above the table to create table headings.
2. Filter each column using the **funnel icons**.
3. Search the table using the **search bar**.
4. Identify whether or not a student is or is not enrolled in a **CICO** or **MTSS Plan**.
5. Export the table by clicking the **spreadsheet icon**.
6. Access Request **drafts** and see the updated **statuses** of others.

Request for Support

Drag a column header here to group by that column

| Student | Type | Date | Created By | Person Responsible | Status | Archive |
|------------------|--------------------------------|------------|------------------|--------------------|----------|---------|
| Allen, Stephanie | Math Referral | 05/03/2024 | Wilson, Rob | Berrie, Jackie | DRAFT | |
| Bahena, Joshua | Math Referral | 03/28/2024 | Carroll, Natalie | Berrie, Jackie | RETURNED | |
| Aaron, Theresa | Reading Referral | 03/20/2024 | Wilson, Rob | Bingham, Cara | ACCEPTED | |
| Vandenham, Hanna | SAT Elementary School Referral | 01/01/2024 | Carroll, Natalie | | ACCEPTED | |

Export Include Archived

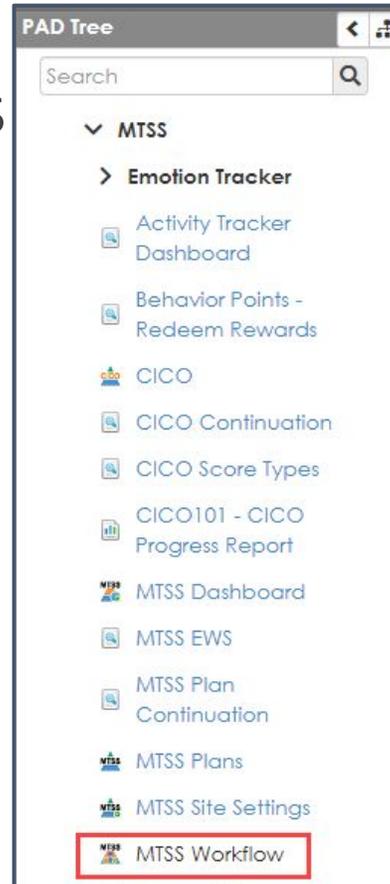
CICO MTSS
CICO MTSS
CICO MTSS
CICO MTSS

Submitting RFS from SIS

Navigating to Request for Support through MTSS Workflow

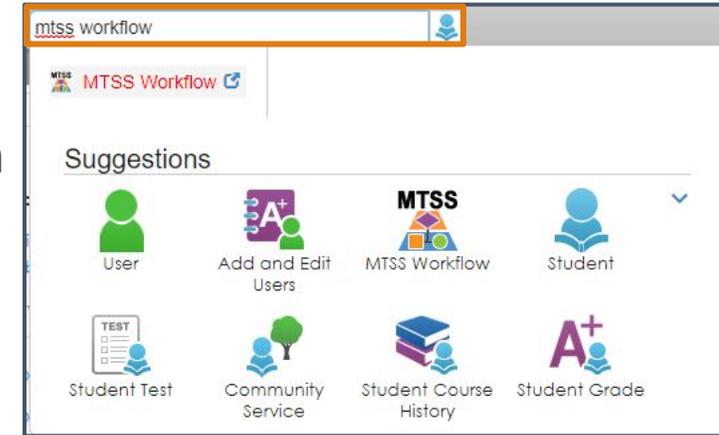
PAD Tree

1. Select Synergy SIS
2. Select MTSS
3. Select MTSS Workflow



Quick Launch

1. Type **MTSS Workflow** into the Quick Launch



From the MTSS Workflow, select the **Request For Support** tab

The screenshot shows the 'Request for Support' page within the MTSS Workflow. The 'Request for Support' tab is highlighted with a green box in the top navigation bar. Below the navigation bar, there is a table with the following data:

| Student | Type | Date | Created By | Person Responsible |
|------------------|------------------|------------|------------------|--------------------|
| Allen, Stephanie | Math Referral | 05/03/2024 | Wilson, Rob | Berrie, Jackie |
| Bahena, Joshua | Math Referral | 03/28/2024 | Carroll, Natalie | Berrie, Jackie |
| Aaron, Theresa | Reading Referral | 03/20/2024 | Wilson, Rob | Bingham, Cara |

Submitting RFS from SIS

Student *
Aaron, Ian (129442)

Date *
5/6/2024

Type *
Behavior Referral

Person Responsible
Select...

[student profile](#)

Submit

Save Draft

Submit & Print

Background Query

| Age | Birth Date | Home Language |
|-----|------------|---------------|
| 10 | 2/7/2014 | Spanish |

What kind of behavior issue is this referral for? *

Disrespectful to Peers Temper Tantrums
 Disrespectful to Staff Falling Asleep
 Inappropriate Language Defiance
 Fighting Aggressive
 Bullying

When does this student have issues with behavior? (check all that apply) *

During all Subjects/Periods Recess
 Before Class Hallways
 After Class Before School
 Lunch During a specific Subject/Period

If it occurs during a specific Subject/Period, write that below:

- Step 1:** Click on the  button
- Step 2:** Select your Type of Request
- Step 3:** Complete the form
- Step 4:** Click the blue Submit button

Updating the Status of a Request for Support

MTSS Workflow

Dashboard Student Search Request for Support Screener Activity Tracking Progress Outcomes

Request for Support

Drag a column header here to group by that column

| Student | Type | Created By | Person Responsible | Status |
|------------------|------------------|------------------|--------------------|----------|
| Allen, Stephanie | Math Referral | Wilson, Rob | Berrie, Jackie | DRAFT |
| Bahena, Joshua | Math Referral | Carroll, Natalie | Berrie, Jackie | RETURNED |
| Aaron, Theresa | Reading Referral | Wilson, Rob | Bingham, Cara | ACCEPTED |

Export Include Archived

03/20/2024

From Workflow,
select a
submitted
request.

Add
Reviewer Notes
to communicate
with the requester.

Request for Support - Behavior Ref

Student *
Brown, Carl (103045)

Date *
6/27/2023

Type *
Behavior Referral

Status *
Accepted

Person Responsible
Beverlin, Casey

Reviewer Notes
Carl's Request for Support has been accepted. We will set up meeting next week regarding next steps.

Creator Notes
student profile

Delete?

Submit

Review the Request and then choose a **Status**:

- **Accepted**-This means the request for support has been approved.
- **Returned**-This means the request for support has been returned to the submitter to fix something.
- **Dismissed**-This means that the request for support has been denied.
- **Finalized**-this means the RFS was neither approved or Dismissed. Usually used for student's who have left the district.

Then click **Submit**

Request for Support - Behavior Referral

Student *
Brown, Carl (103045)

Date *
6/27/2023

Type *
Behavior Referral

Status *
Pending
Pending
Accepted
Returned
Dismissed
Finalized

Background Query
Age
10

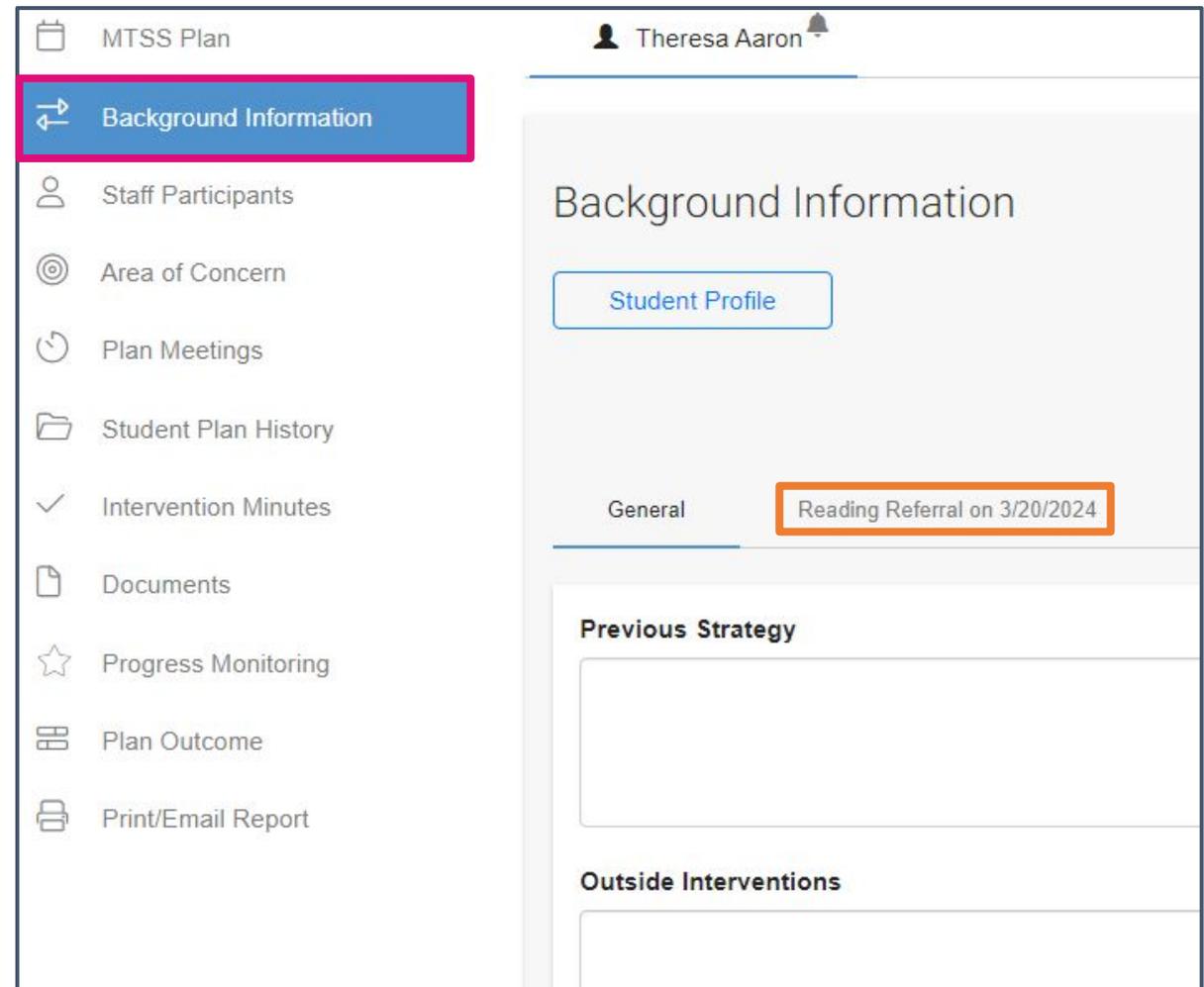
What kind of behavior
 Disrespectful to Pe
 Disrespectful to St
 Inappropriate Lang
 Fighting
 Bullying

When does this stud

Request for Support and MTSS Plans

Requests for Support will be attached to a student's MTSS plan!

- The request must have an **ACCEPTED** status in order to connect to a Plan.
- The **request** will be linked to the **Background Information Panel**.



The screenshot displays the MTSS Plan interface for Theresa Aaron. The left sidebar contains a menu with the following items: MTSS Plan, Background Information (highlighted with a blue box), Staff Participants, Area of Concern, Plan Meetings, Student Plan History, Intervention Minutes, Documents, Progress Monitoring, Plan Outcome, and Print/Email Report. The main content area shows the 'Background Information' panel, which includes a 'Student Profile' button and a 'General' tab. Under the 'General' tab, a 'Reading Referral on 3/20/2024' is highlighted with an orange box. Below this, there are sections for 'Previous Strategy' and 'Outside Interventions', both of which are currently empty.

Request for Support Task Notifications

Task Notifications will notify Teachers when a Request for Support status has been updated.

Seating Chart

Period 1 1/2 Multi-Age (YR) ▾

Charts Attendance Lunch Counts Reports Video Meeting

Alpha - Last, First Edit

FRONT

| | | | | | |
|--|--|--|--|--|---|
|  Aaron, Theresa She/Her |  Cain, Edward He/Him |  Descollines, Joe He/Him |  Escobedo Bailon, Phillip He/Him |  Gil, Janice She/Her |  Gittens, Ronald He/Him |
|--|--|--|--|--|---|

| Task Date/Time | Name | Description | Action |
|--------------------|--|--|--------|
| 05/15/2024 3:27 PM |  Allen, Stephanie M | Request For Support: Math Referral , Student: Stephanie Allen, Submitted by: Natalie Carroll, Status: ACCEPTED | ✓ |