

How to Create, View, Print and Archive Notice of ARD Report

1. Click on the application “Notices”
2. Click on student
3. Click on “FERPA” reason
4. After you have completed the last “Notice of ARD” screen. (**Reminder: Don’t forget to click on “Save” after finishing Screen 5**), click on the “Reports” button at the top of the screen
5. Click drop menu of “Screen” and scroll and click on “Print Individual Reports”
6. Choose the report “Notice of ARD Meeting” by highlighting it
7. Click on “Create”
8. Prepared Reports List window appears with the word “New” or “Working” in red under “Status’
9. Click on “Refresh” button
10. The word “Done” appears in black under “Status”
11. Click on “View” to the left of student name
12. Report appears
13. Click on printer icon on the upper left side
14. Close window by clicking on red “X” (upper right side); returns you to “Prepared Report List”
15. Click on drop menu of “Screen” and scroll and click on “Archive Prepared Reports”
16. “Archived Prepared Reports” Screen appears
17. Input “Job Name” (Student’s Name), “Report Name” (i.e. Notice of ARD Meeting-1st Notice) and “Print Date”; can add comments but not required
18. Click on the word “Archive” to the left of the student’s name
19. Report archived disappears from bottom table
20. Verify document was archived by clicking on “Screen” and scrolling and clicking on “View Archived Documents”
21. Click on “Close” button to close window
22. Delete prepared reports to avoid confusion when creating other reports
 - Click on box to the left of View and then click on “Delete”; close window