

# SCHOOL PSYCH AI

## Chat With Document Prompting Guide

[Click here to watch a brief tutorial video on how to Chat With Document!](#)

### What is Chat With Document?

This feature lets you ask questions and take action directly within the document you are writing. By using the phrase **editor document** in your prompt, you can draft sections, check accuracy, clarify findings, and prepare for meetings without leaving your report.

You can build reports section by section, improve clarity as you go, catch issues early, and turn draft content into usable summaries and talking points. The result is less time re-reading and rewriting, and more confidence in the decisions and documentation you produce.

### How to Use Chat With Document

To interact with the content in your open document, your prompt must include the phrase **editor document**. This tells the system to respond using the content you are actively working on.

#### Example

Using the **editor document**, draft a brief summary to share with the MDT.

If the phrase **editor document** is not included, the response will not reference your document.

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### Golden Prompts to Try

- Using the context in the editor document, write talking points for the eligibility meeting. Return clear, easy-to-scan bullet points.
- Using the assessment results in the editor document, flag sentences that are unclear or overly technical. Then write a one to two-paragraph parent-friendly summary.
- Using the psychological evaluation in the editor document, identify conclusions that are not clearly supported by data.

- Using the editor document, rewrite the recommendations so each one is explicitly linked to a specific finding from the evaluation and addresses the reason for referral.
  - Using the editor document, use your deep expertise in psychological evaluations to review and identify gaps in the evaluation, any unanswered questions, or assumptions that may affect the accuracy of conclusions. Suggest what additional information would strengthen the section. Be clear in what I need to do, beginning with any high priority or urgent fixes first.
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## **Verify Pronouns in Your Report**

Use this when accuracy matters and errors would be costly.

- Using the editor document, verify that all student references use the correct pronouns consistently.
  - Review paragraph by paragraph.
  - Flag only incorrect or inconsistent pronoun usage.
  - Return the exact sentence where the issue occurs.
  - Ensure the pronoun refers to the correct individual based on context.
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## **Clinical Analysis and Synthesis**

- Using the editor document, identify common themes across teacher, parent, and student rating scales.
- Using the editor document, compare processing speed results to fluid reasoning results and explain the difference.
- Based on behavioral observations in the editor document, suggest three strength-based strategies to support transitions.

- Using the editor document, identify any mismatch between reported abilities and observed classroom performance.
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## **Fact-Finding, Quality Assurance, and Accuracy Checks**

- Using the editor document, check whether the student's name and pronouns are consistent throughout.
  - Scan the editor document and list any sections where identifying information may be inconsistent.
  - Using the editor document, check whether every concern in the Reason for Referral has a corresponding recommendation.
  - Using the editor document, identify any placeholders such as missing dates or names.
  - Review the editor document for technical language and suggest clearer wording for families.
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## **Section Extraction**

- Using the editor document, extract the Reason for Referral section verbatim.
  - Using the editor document, list all assessments administered.
  - Using the editor document, pull only the behavioral findings.
  - Using the editor document, extract all recommendations.
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## **Clarity and Readability Review**

- Using the editor document, flag sentences that are unclear or overly technical.

- Using the editor document, identify conclusions that are not clearly supported by data.
  - Using the editor document, check for internal contradictions and return results in bullet format.
  - Using the editor document, highlight language that may sound deficit-focused.
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## **Family-Friendly Summaries**

- Using the editor document, write a one-page family summary in plain language.
  - Using the editor document, explain the main findings as if speaking directly to a parent.
  - Using the context in the editor document, list three key takeaways families should understand.
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## **Data-to-Decision Support**

- Using the editor document, summarize evidence supporting continued eligibility.
  - Using the editor document, summarize evidence that does not support eligibility.
  - Using the editor document, connect assessment results to classroom impact.
  - Using the editor document, explain how findings answer the referral question.
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## **Recommendations and Alignment**

- Based on strengths and needs described in the editor document, suggest classroom accommodations.
- Using the editor document, check whether recommendations align with assessment findings.

- Using the editor document, identify recommendations that are vague or non-specific.
  - Using the editor document, review this section and identify gaps or assumptions that could weaken conclusions. Suggest what would strengthen it.
  - Based on the behavioral observation section in the editor document, provide three recommendations to best support the student.
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## **Compliance and Audit Prep**

- Using the editor document, confirm that all required evaluation sections are present.
  - Using the editor document, flag any missing data needed for compliance.
  - Using the editor document, list the evidence used to support major conclusions.
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## **Editing Without Rewriting Everything**

- Using the editor document, rewrite this section to be more concise without changing meaning.
  - Using the editor document, reduce redundancy across sections.
  - Using the editor document, clean up grammar and formatting only.
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## **Training and Supervision**

- Using the editor document, explain why each major conclusion is appropriate.
- Using the editor document, highlight strong examples of data-based reasoning.
- Using the editor document, suggest questions a supervisor might ask during review.

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## **Admin and Team Communication**

- Using the editor document, draft a brief summary to share with the MDT.
- Using the editor document, write eligibility meeting talking points.
- Using the editor document, prepare a short explanation for the principal.