ADDING ALERT INFO TO STUDENTS

Adding Student Alert Info:

- **Student/Student Profile/General/Alerts**
- Click/Select: **Add Alert** (right side)
- Start Date will populate with date of entry, adjust if needed
- *Do not add an end date unless you want the alert to be removed after a specific date*
- In the Information box, **enter the alert information** (*eg: Diabetic, Mood Disorder, ADHD, Custody, etc*)
- **Click the Critical box if the alert is a Critical Alert**
- Click **SAVE** on the top of the Alert Screen
- *Please Note: Attachments may be added if needed (eg: Custody, restraining order, etc)*