

Getting Started

1. On the left navigation screen, select **SBLC**, then under **Entry**, select **SBLC/RTI Editor**.
2. A setup box will be displayed. Select the **Year**, **District**, and **School**.
 - **Note** for District Level Staff: Selecting **School "700"** will mean the user is able to select any student from any school site.
3. Click the **OK** button to bring up the **SBLC/RTI Editor** screen.

Print Tier/Category/Intervention Listing

1. On the **SBLC/RTI Editor** screen, click on the **Action** button at the top right of the window.
2. Select **RTI Tier-Cat Editor**.
3. Sort the screen to desired preference, then click the **Print** button to make a handy reference of Interventions.

Set the SBLC Parent Notification Letter

1. On the **SBLC/RTI Editor** screen, click the **Action** button at the top right of the window.
2. Select **Letters**.
3. Click in the letter selection field. Select the **SBLC Parent Notification** letter.
 - a. Need Spanish? Select the **SBLC Parent Notification Spanish** letter.
4. Close.
5. As you work with the SBLC program, if you need a parent notification form, click the **Print Letters** button at the bottom.

SBLC/RTI Editor

Create New Referral

1. **Find**: Located at the bottom right of the screen, this will bring up a pick list of students. Click on the student needing a referral created.
2. **Demographics**: Review data on students. Gear icon is available to review details of student.
3. **New Referral**: Click the **New Referral** button on the words at the bottom part of the green screen. Make your selection for SBLC referral. The number of the referral type will be shown for Referral # (if a student has a 2 or greater populate in this box, this means the student has a previous referral. Click on the drop-down arrow to move to the previous referral.
4. **Red Named Cells**: Must be filled in with information
5. **Meeting History**: Click on the drop-down arrow to see previous Meeting Histories.
6. **Referral Date**: The date will default to the current date. If the date needs to be changed, click on the calendar and make the correct date selection.
7. **Referred by (Position) and (Name)**: Click on the drop-down arrow to make the selection of the position of the referring person. Referred reasons are listed in alphabetical order by using the drop-down arrow and clicking on the description header. For (Name), click in the cell to bring up a listing containing student, father, mother, guardian, teachers, staff, admin, and district personnel.
8. **Referred Reason 1**: Click on the reason in the drop-down box and it will appear in the cell.
9. **Referred Reason 2 and 3**: (Optional) Click to fill in if needed.
10. **Parent Contact Date**: This date is to be entered by the person that contacted the parent/guardian.
11. **Parent Contact Method**: Click on the drop-down arrow to make a selection of the method of contact.
12. **Next Meeting Date**: This will default to today's date. Change the date by clicking on the calendar and selection the next Meeting Date.
13. **SBLC (School Building Level Committee) / RTI (Response to Intervention) Decision**: Usually done after a series of meetings and interventions. Click on drop down arrow to make the selection of the decision.
14. **Decision Date**: Usually done in the future when the user enters what date was the decision above for #13 done.

15. **DEWS / Staff Intervention:** (Optional) Select if the team decides to do an action as a result of referral. Can be entered later. Note: Not same as RTI Intervention.
16. **DEWS / Staff Referral Reasons and Interventions Assigned:** Enter any narrative information or details related to referral.
17. **Team Assigned:** Optional: Click to select staff members associated with the referral.
18. **Completion Date:** Optional: Click to enter date the referral was deemed closed and complete.
19. **Final Result:** Enter description of final result of activities related to referral.
20. **SAVE:** Click Save button at bottom to save the referral.
21. **PRINT:** Click the Print button to print the referral and any related meetings.

Enter Meeting Information

If the user wishes to document subsequent meetings on the student, record them on this tab.

1. **Meeting Date/Time:** Enter the date and time of the meeting.
2. **Meeting location:** Enter the location of the meeting.
3. **Participant position /Participant Name:** Enter members at meeting.
4. **Meeting Minutes:** Enter narrative of what is discussed at meeting.
5. **Decisions:** Enter decisions made at end of meeting.
6. **Save:** Click to save the meeting information.
7. **Print:** Click to print the original referral and subsequent meetings.

Entering Interventions for RTI Referrals

1. After creating a new referral, click the **Intervention** tab.
2. Click the **New** button at the bottom of the screen.
3. The **Ref Date** will be the date entered on the Referral tab. It can only be edited from the Referral tab.
4. Select the **Tier**.
5. Select the **Category**.
6. Select the **Intervention**.
7. Select **Other Type** if applicable.
8. Select **Instructor**.
9. Select the **Start Date** and **End Date**.
10. Click in the **Days** field and select the day(s) of the week.
11. Click in the **Mins** field and enter the number of minutes per day selected in the Days field.
12. Click **Save**. A row will be added to the upper part of the RTI screen.
13. The following pieces of information should be entered at the end of the Intervention date range:
 - Select the **Results** from the results list.
 - Enter the **Decision Date** for the results.

Entering Log Information

Note: Entering “Log” information in the SBLC system is the same data set as “Log” in Student Master!

1. Find the student.
2. Click the “**Log**” tab.
3. Enter the password (_____).
4. Review previous log postings at top screen.
5. To add, click tap “**New**” button. Enter information, then click “**Save**”.

Student Intervention List

This program creates a list of interventions for students.

1. On the left navigation panel, select **SBLC > SBLC > Student Intervention List**.
2. **Setup Options**
 - **Year:** Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
 - **District:** Default value is based on the user's security settings. It will be limited to their district only.
 - **School:** Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
 - **Grade:** Leave blank or select all to include all grade levels. Otherwise, choose the desired grade.
 - **Gender:** Leave blank or select all to include both genders. Otherwise, choose the desired gender.
 - **Ethnic:** Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.
 - **As of Date:** This choice will list only those students who are actively enrolled as of the date selected in the date field.
3. **OK:** Click to continue

Column Headers

1. **Dist:** Student's district of enrollment
2. **Sch:** Student's school of enrollment
3. **Student Name:** Student's name
4. **Sidno:** Student's identification number
5. **GD:** Student's grade of enrollment
6. **Gen:** Student's gender
7. **Eth:** Student's race/ethnicity
8. **RefNum:** Student's RTI referral number
9. **Tier:** RTI tier level
10. **Cat:** RTI category number
11. **Intervention:** RTI intervention number
12. **Other:** RTI other reason
13. **Days for Intervention:** Days of the week for intervention
14. **Minutes:** Minutes per day for intervention
15. **Start Date:** Intervention start date
16. **End Date:** Intervention end date
17. **Results:** Intervention results

Bottom

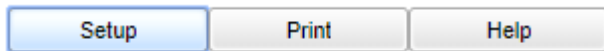


1. **Setup:** Click to go back to the Setup box.
2. **Print:** This will allow the user to print the report.
3. **Help:** Click to view written instructions and/or videos.
4. **Print Legend** is a listing of all possible Interventions. Your district/school may have chosen to select some, but not all the items.
5. Students will be displayed in rows with the associated Tiers, Categories, and Interventions. Details such as Days for Intervention, Minutes, Start Date, and End Date are also provided. If unsure about the codes displayed in the report, click the **Print Legend** button to see a complete listing of Tiers, Categories, and Interventions.

Column Headers

1. **Dist:** Student's district of enrollment
2. **Sch:** Student's school of enrollment
3. **Student Name:** Student's full name
4. **SIDNO:** Student's identification number
5. **SASID:** Student's state assigned identification number.
6. **Grd:** Student's grade of enrollment
7. **Gen:** Student's gender
8. **Eth:** Student's race/ethnicity
9. **Ref#:** Student's RTI Referral Number
10. **Ref Date:** Student's RTI Referral Date
11. **Ref Reason:** Student RTI Referral Reason
12. **Decision:** Student's RTI Referral Decision

Bottom



1. **Setup:** Click to go back to the Setup box.
2. **Print:** This will allow the user to print the report.
3. **Help:** Click to view written instructions and/or videos.

SBLC Referral List

This program creates a list of students with SBLC (School Level Building Committee) referrals created in [SBLC/RTI Editor](#).

1. On the left navigation panel, select **SBLC > List > SBLC Referral List**.
2. Setup Box Options
 - **Year:** Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
 - **District:** Default value is based on the user's security settings. It will be limited to their district only.
 - **School:** Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
 - **Grade:** Leave blank or select all to include all grade levels. Otherwise, choose the desired grade.
 - **Gender:** Leave blank or select all to include both genders. Otherwise, choose the desired gender.
 - **Ethnic:** Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.
 - **From Date and To Date:** A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.
3. **OK:** Click to continue

Column Headers

1. **Dist:** Student's district of enrollment
2. **Sch:** Student's school of enrollment
3. **Student Name:** Student's full name
4. **SIDNO:** Student's identification number
5. **GD:** Student's grade of enrollment
6. **Gen:** Student's gender
7. **Eth:** Student's race/ethnicity

SBLC RTI System Directions: Lafayette Parish

5

8. **Ref #:** Student's SBLC referral number
9. **Ref Date:** Student's SBLC referral date
10. **Referred by (Position):** Position of the person referred by
11. **Referred by (Name):** Name of the person referred by
12. **Referral Reason 1:** SBLC referral reason 1
13. **Referral Reason 2:** SBLC referral reason 2
14. **Referral Reason 3:** SBLC referral reason 3
15. **Parent Contact Date:** Parent contact method
16. **Next Meeting Date:** Date of the next meeting
17. **Decision:** Student's RTI referral decision
18. **Decision Date:** Student's RTI referral decision date
19. **DEWS/Staff Intervention:** Intervention codes

Bottom



1. **Setup:** Click to go back to the Setup box.
2. **Print:** This will allow the user to print the report.
3. **Help:** Click to view written instructions and/or videos.