



## RAISE A REFERRAL

1	Click the three horizontal lines beside Starfish in the upper-left hand corner and select <b>STUDENTS</b> .
2	Click the <b>MY STUDENTS</b> tab across the top of the page.
3	Type the name of the student in the <b>SEARCH</b> box and select the correct <b>CONNECTION</b> and <b>TERM</b> .
4	Click on the student's name.
5	Select the add <b>REFERRAL</b> icon and select the desired item from the list.
6	Add a comment in the <b>COMMENT</b> box. The referral description should notify you if students will be able to view your comment.
7	Click <b>SAVE</b> .