









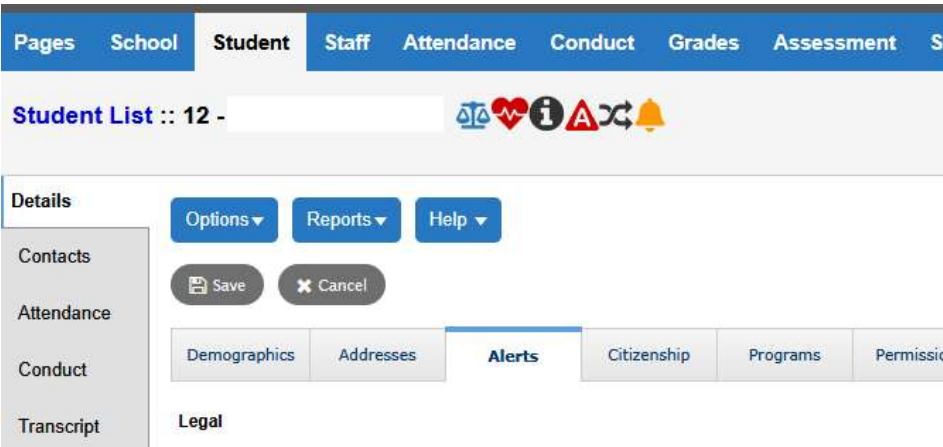


**Alerts**

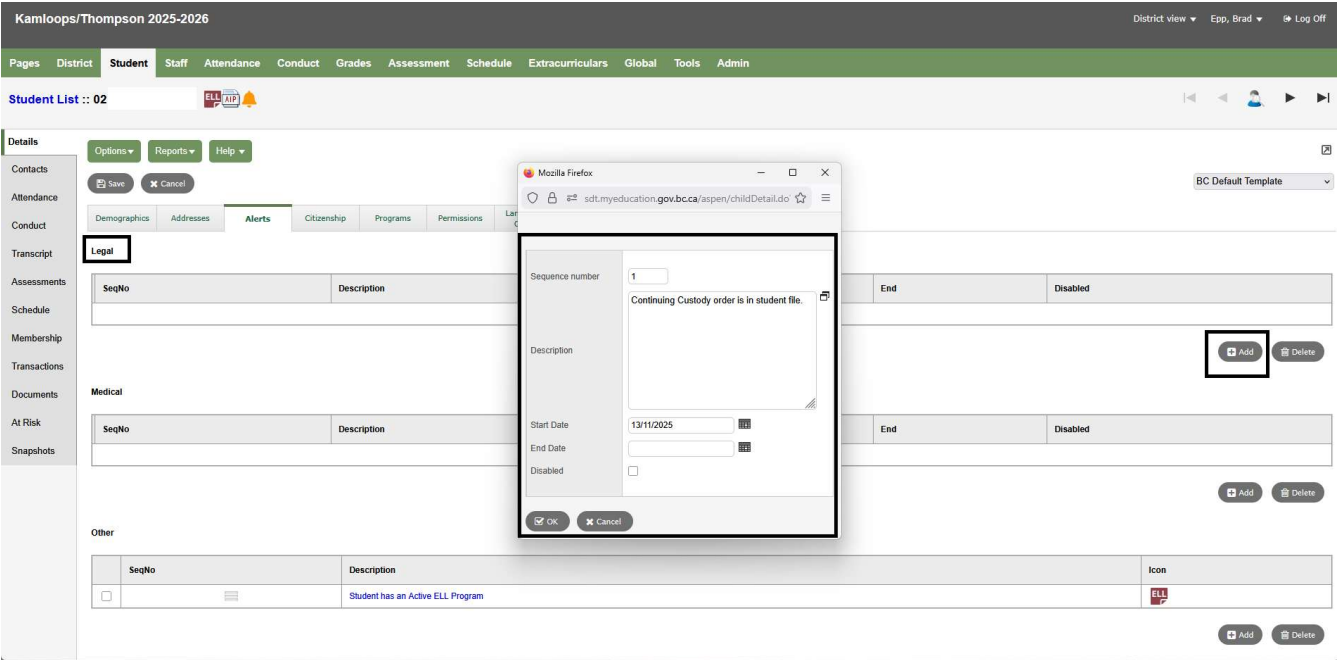
Alerts are visible icons to bring attention(information) to staff, contacts & associated student.



Alert	Icon	Description
Legal		A legal alert is generated for any situation where legal documentation is on file, e.g., Custody Orders, Restraining Orders, etc. Requires legal documentation in the student file. A PSR inclusion record must be entered for legal alerts
Medical		Medical alerts are for medically diagnosed, potentially life-threatening health conditions that may require emergency medical care. <ul style="list-style-type: none">• Medical alerts are for situations which are life threatening.• Ensure the information about the student and the location of any required supplies (e.g., EPI pen) is recorded in the Alert Description.• Ensure the required documentation for any medical issue is on file.• A PSR inclusion record must be entered for medical alerts where documentation has been added to the student file.
Other – Family		This alert is for family issues that are not legal, e.g., parents separated.
Other – Health		This alert is for medical and health issues that are not life threatening.
Other – Information		This alert is for other pertinent information that is not legal or medical. The icon may be blue or black.
PLAN / AIP Alert		This icon is automated by the system. It is connected to the students the students Individual Education Plan (IEP) for students with a 1701 designation and/or ACTIVE Annual Instructional Plan (AIP)for ELL students.
Designation Alert		This icon is automated by the system. It is connected to the student having a 1701 Ministry Designation (Student TT > Membership ST > Programs) - managed at the district level
ELL Alert		This icon is automated by the system. It is connected to the student having a 1701 ELL Program (Student TT > Membership ST > Programs) -- managed at the district level
Absence		This icon shows the daily attendance for this student.
Cross Enrollment		This icon is automated by the system. It is connected to the student having an open cross enrolment (Student TT > Membership ST > Schools Sub ST)

You can see the alerts as icons in the Default Field Set and when you are clicked into a student top tab > side tab combination.



Alerts are managed(added/expired/deleted) on the **Student** Top Tab > **Details** Side Tab > **Alerts** sub-Top Tab



Add an alert	<div></div> <div>Click the add button  then, enter a sequence number, a description (keep it brief and KNOW that all people that can see the student can see this information (Teacher, school staff, contact(s) with MyED BC accounts, and the student)), start date: enter Today's date and finally the End date → leave blank until “something” changes. Click “OK” to save and then “Save” again.</div>
Edit an alert	Click on the “blue” sequence number to open the pop up. Adjust the alert.

Once the alert is added, consider adding pertinent information in the student memo (Student TT> Details ST) for the school office staff to view.