Request for Assistance (RFA)

Adding RFA Tile

1. If you didn’t add the RFA tile to your workspace, see email from Kristy Kaitoku and click on the blue book to add it
2. Go to your workspace in Lotus Notes
3. Click on the Tile/button that says Leilehua RFA on LEILEHUA1

Creating RFA

1. At the top drop down menu, click on “Create” and select RFA or at the top of the page click on “Add new Request.”
2. Fill out the student’s last name and so on

Sending - Choosing who to send your RFA to

1. In the Referred To section (below Date of Request), click on the blue box with the arrow
2. ***Put a check next*** ***to the name(s)*** that you are referring this student to and click OK

**IMPORTANT: If you are sending it to a VP, please send it to more than 1 VP. You can also choose 214VP and have the RFA sent to all of Admin**

Adding other Readers

1. Go back to the very top of the page where it says “Add other readers”

-Here you can add other people so that they will be able to see the RFA (Optional). For example, the inclusion teacher. (NOTE: These people will not get an RFA email)

Submitting Form

1. When you are done you **MUST click on the Send Email button** to send out RFA to the receiver(s)

Macintosh HD:Users:kris:Desktop:Screen shot 2012-04-26 at 10.52.34 AM.png

1. Lastly, at the very top of the page, click save and submit to save the RFA into the database

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You will know your RFA went through because you will receive a copy of the RFA email in your Lotus Notes inbox