Request for Assistance (RFA)

Adding RFA Tile

1. If you didn’t add the RFA tile to your workspace, see email from one of the Techies 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

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 access the RFA For example, the inclusion teacher or counselor. (NOTE: These people will not get notification of the RFA unless you include them.)

Submitting Form

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

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

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

Response from Referral

1. You will receive a response of the action taken via email. If you would like the “other readers” you added to receive notification of the response, you must forward the email to them as the response only goes to the requestor.