**Midday Student Supports**

**STEPS:**

1. Open Teams
2. Go to SHJH Staff
3. Go to Study Hall
4. Go to Files
5. Go to the quarter missing assignment list
	1. Click on Edit
6. Add/find student name on list
	1. In the next available column, add the date and your last name

**TA Students:**

1. TA Students are to be assigned to ABS and will serve their two week (10 day) Mandatory Study Hall in the ABS room.
	1. These students still need to be included on the Missing Assignment List.
	2. These students are highlighted in BLUE on the Missing Assignment List.

**If this is the 3rd missing assignment (Optional):**

1. Email parents the form email that has been provided.

**If this is the 5th missing assignment (Required):**

1. Email parents the form email that has been provided.
	1. Attach a blank copy of the Mandatory Study Hall Team Referral Form
2. Give the student a copy of the Mandatory Study Hall Team Referral Form
3. Carbon Copy administration (all three) on the email.
4. Add student name on the Mandatory Study Hall list
	1. Make sure to include their start and end date.

**If this is the 10th missing assignment (Required):**

1. Email parents the form email that has been provided.
	1. Attach a blank copy of the Mandatory Study Hall Team Referral Form
2. Give the student a copy of the Mandatory Study Hall Team Referral Form
3. Fill out detention form
	1. Call parent to set up detention date and time
	2. Give administration the completed detention form
4. Carbon Copy administration (all three) on the email.
5. Add student name on the Mandatory Study Hall list
	1. Make sure to include their start and end date.

**PowerSchool:**

1. A comment needs to be included for parents to view missing assignments when using the phone app.