Division of Educational Services
College and Career Readiness
WEBINAR SERIES

RIVERSIDE COUNTY
OFFICE OF EDUCATION
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County Superintendent of Schools

Guidance for Suggested School Documentation on Student Information Systems (SIS)

SIS Entry Scenario	Wording Guidance	ASCA Aligned Wording
Student referred by teacher for crisis counseling. Assessed and denied risk. Sent back to class.	Individual Counseling, Crisis Counseling Parent Contacted. Sent back to class at parent request. Resources provided.	Individual Counseling If tracking on system other that SIS include Initials Gr
Johnny reported two students were bullying him. Encouraged Johnny to report to the discipline office.	Personal/Social Individual Counseling. Resources Provided. Parent contact made.	Appraisal Advisement If tracking on system other that SIS include Initials Gr
Amy said she is having difficulty in class with the teacher. She is having a hard time concentrating in class. Provided Amy with resources.	Academic Counseling. Parent contacted and provided academic resources.	Individual Counseling If tracking on system other that SIS include Initials Gr
Peer reported the student was cutting. Called the student in and the student denied cutting or feeling suicidal. Called parent and parent said to send back to class.	Individual Counseling, Crisis Counseling Parent Contacted. Sent back to class at parent request. Resources provided.	Individual Counseling If tracking on system other that SIS include Initials Gr
Parent called and stated the student is depressed. Needed resources and help from teachers. Emailed teachers to reach out to parents.	Appraisal/Advisement. Parent Consultation and Resources provided.	Indirect-Consultation and Referral If tracking on system other that SIS include Initials Gr