REFERRAL PROCEDURES FOR RYAS

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1. The online RYAS Referral form online. You will find the form located under Employee Tools/Documents & Forms at SCCBOE.ORG.
2. Complete every section on the form and submit. This will send the referral to me electronically.
3. Please provide the parent/guardian with RYAS address and phone number (466 10th Street, Ashville (205)594-7492) and instruct the parent/guardian to expect a call from Jill Tidmore from RYAS to schedule the intake.
4. ALL instruction will be online with APEX Learning.
5. Once you have referred a student, please instruct the core teachers to log in at apexvs.com to assign lessons for the student while they are attending RYAS. The teacher will have access to go into APEX and unlock the units that the student is expected to complete and close what they do not want to the student to complete. This will allow the student to work on what the teacher is teaching at the base school and should allow for a smooth transition back to the base school. By assigning lessons through APEX, the student will be able to work on what the teacher is teaching in the classroom and should not be behind when returning from RYAS.
6. RYAS teachers will monitor the work assigned through APEX and pace the student so that the work will be completed upon release from RYAS. If the student is not working at the assigned pace, the student could have time added to RYAS.
7. Upon dismissal from RYAS, the grades will be available online at apexvs.com for the teacher to log in and view what the student has completed and grades for the assignments.
8. If a student is assigned at RYAS during a progress report or report card date, the teacher can log into apexvs.com to pull the grades for the progress/report card.
9. If at any time, the teacher is having difficulties with apexvs.com, please call me at (205) 594-7492. I will be happy to assist with entering the student into APEX; however, it will be up to the core teacher to assign the work for the student to complete while attending RYAS.
10. Please call or email me should you have questions or concerns.