

# Taking Action after an Appointment

1	Does this student need a referral? If so, raise a referral.
2	Raise any other applicable tracking times; i.e. ToDos, Kudos, etc.
3	Resolve any tracking items; i.e. Flags, ToDos, Referrals.
4	If applicable, check off any tracking items on a Success Plan.
5	Document the appointment. If appropriate, share with the student.