

Request for Assistance Form (RAF)
Instructions for Downloading, Completing, Saving, and Sending to Problem Solving Team

Options: There are two options for filling out the RAF.

- **Option 1: You can fill it out via a Google Doc by yourself or with a team.**
 - This allows for each team member to open up one document, type their information, edit as needed, and see what other team members are typing about the student in response to the answers. It is a working document. When the team is complete, they email the Problem Solving Team at raf@barron.k12.wi.us to let us know it is ready to be discussed at the next team meeting.
- **Option 2: You can fill it out via a PDF document.**
 - This option does not allow for multiple members to have access to the document and add information, but it is easily accessible via the school district's website. Make sure you follow the directions below for saving your work or it will NOT Save. When it is completed, email the PDF to the Problem Solving Team at raf@barron.k12.wi.us and we will look at it during the next team meeting.

Directions for Option 1: Google Doc

- **STEP 1:** Email the Problem Solving Team at raf@barron.k12.wi.us and let us know you would like to fill out a RAF on a student. Indicate who should have access to the RAF to provide input. The team will then set up a RAF for that student and share it with the team members you indicate. The document will be shared via Google Drive and you will get an email indicating it has been shared with you along with a link to click on that will take you right to the document.
- **STEP 2:** Make sure all questions are answered and each person with access to the document has included all the information they want. Since it is a Google doc, you fill it out when it is convenient for you over a matter of minutes, hours, days or weeks depending on how you are collecting your information.
- **STEP 3:** When the form is completed and all information is entered, email the PST at raf@barron.k12.wi.us and let us know it is ready to be printed and discussed. The team will look at it during the next team meeting.

Directions for Option 2: PDF

- **STEP 1:** Go to the district website, click on the "staff" tab, click on "District Forms" on the left hand side of the screen, download the RAF instructions (what you are reading right now :)), and then download the PDF version of the RAF to your desktop – VERY IMPORTANT!!!!
- **DOWNLOAD/SAVING:**
 - To SAVE your RAF, open the document and click --> FILE --> SAVE AS.
 - Name the file (Example: Johnny Rocket RAF)
 - Save the file to someplace you will remember such as the Desktop, folder on your computer, H-Drive, or Google Drive.
- **STEP 2:** Double-click on the PDF version of the RAF to open (from wherever you saved it)
 - If you start filling it out after simply opening it from the Barron District webpage, it is likely your work will NOT save, even though you click "save."
- **STEP 3:** Complete the form by providing detailed information for each section/question. Some questions have check boxes while others are open-ended. The PDF fillable RAF may be completed in multiple settings if needed. Make sure you continue to save your work along the way.
- **STEP 4:** Once you have the completed RAF saved, email it to the PST at raf@barron.k12.wi.us
 - In the subject line of the email, please include the student's initials and grade.

YOU ARE DONE!!! Congratulations on completing the RAF portion of the problem solving process.

If you have any questions, please contact any of the following individuals:

- Britta DeJager (dejagerbr@barron.k12.wi.us) EXT. 314
- Shana Hover (hovers@barron.k12.wi.us) EXT. 502 (RVMS) or 151 (BHS)
- Katarina House (housek@barron.k12.wi.us) EXT. 406