

APPENDIX VI – 9

From: Comstock, Catherine
Sent: Monday, April 30, 2018 10:32 AM
To: Carmona-Alday, Alma <Alma.Carmona@tUSD1.org>
Cc: Lemman Hammel, Holly <Holly.Hammel@tUSD1.org>
Subject: RE: Your School has Incomplete Discipline Incidents

It is still incomplete. You need to scroll to the bottom of the Disposition and click on the green plus signs in front of Behavior Contract and OSS Short Term Services. You check the empty box at the bottom of each of those and hit save each time.

You can see if you have finished it by running your **U-DI-2** Report after you are done to see if it is blank.

Give me a call at 975-8561 if you get stuck.

Thank you,
Cathy

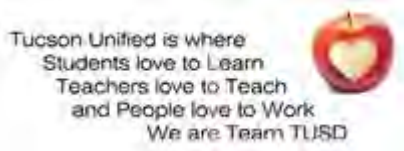
From: Carmona-Alday, Alma
Sent: Monday, April 30, 2018 10:13 AM
To: Comstock, Catherine <Catherine.Comstock2@tUSD1.org>
Cc: Lemman Hammel, Holly <Holly.Hammel@tUSD1.org>
Subject: RE: Your School has Incomplete Discipline Incidents

Hi Cathy,
I emailed you last week letting you know I had done it (please see below), if it I did it incorrectly please let me know. Thank you.

Alma L. Carmona-Alday

Principal
710 W. Michigan Dr.
Tucson AZ. 85714
(520)908-4400



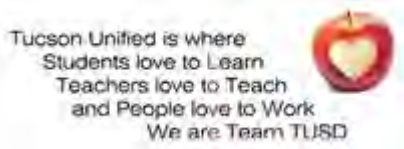


From: Carmona-Alday, Alma
Sent: Thursday, April 26, 2018 1:34 PM
To: Comstock, Catherine
Subject: RE: Your School has Incomplete Discipline Incidents

I hope I fixed it. Let me know.

Alma L. Carmona-Alday

Principal
710 W. Michigan Dr.
Tucson AZ. 85714
(520)908-4400



From: Comstock, Catherine
Sent: Thursday, April 26, 2018 10:48 AM
Subject: Your School has Incomplete Discipline Incidents

Good morning,
I hope you are enjoying a nice quiet day today and are able to catch up on paperwork! I noticed that you have some incomplete incidents in Synergy and today would be a perfect time to complete them prior to the end of the month on Monday! ☺

To find what is missing, just input **U-DI-2** in the Quick Launch, Select **Print**, Choose your **School Code**, Choose **View Report**. If you need any help completing these, just give me a call at 975-8561. Best wishes for a nice, quiet, end of this week!

Cathy Comstock
Consultant for Climate and Culture
Tucson Unified School District