How to Submit a Student of Concern Referral

PUT TOGETHER BY: THE SEWANEE CARE TEAM
If you do not have the reporting page bookmarked on your browser, simply Google "Sewanee CARE Team.

Click on the first result to be directed to the CARE Team home page.
Selecting Concern Reports for Individuals

• The Submit a Student of Concern will be a button at the top of the page.

After the google link directs you to the homepage of the website you will select the report a student of concern button.
Following the link on the reports page will take you to the concern report online form.

The Care Team, made up of the Deans of Students and Residential Life staff, the Associate Dean for Undergraduate Academic Affairs, and representatives from the University Wellness Center, meets regularly to discuss interventions and support for students who may be struggling. Your report will be shared with that team, and you may be contacted about the information you provided. The Care Team can employ a number of interventions ranging from a quick check-in to more intensive conversations or requests.

**ATTENDANCE NOTICES & EXCESSIVE ABSENCE reports will not necessarily be acted upon by the CARE Team. The scope of this team is not to monitor attendance. Those reports are shared with the Dean of the College's office.**

Please be aware that this form is only monitored during normal business hours. It is not monitored after hours, on weekends, or on College holidays. In any emergency, call 911. For immediate response to an urgent concern that is not an emergency, please contact the Sewanee Police at 931-598-1111.

At minimum please double-check the student's name is spelled correctly and your name and email address are included.

Background Information
You will begin filling out the online concern form by listing your own information.

While not required, this is helpful in case the CARE Team needs to follow up with you about the student.
The next two fields feature drop down menus to help you identify the type of concern you have about the student.

These fields allow the CARE Team to quickly understand what additional offices if any need to be contacted based on the nature of the report.
The next fields will be where you describe the date, time, and location of the concern that you are reporting.

If you are unsure of the exact date and time, use your best estimate.

For the location, there will be a drop down menu of campus areas, as well a field to enter a specific location. For example I may select Spencer Hall as the location and write Spencer Hall room 101 as the specific Location.

If the location is unimportant to the concern or you do not know the location, there is an option in the drop down list marked, “location unknown or unimportant.”
The next section is the involved parties section, here you will provide details about who was involved in the incident(s). Please complete all fields as accurately as possible. If you do not have all of the information, you can leave part of it blank.

In the Select Role field, you will have a drop down list to state how the individual listed relates to the incident, whether they are the student of concern, someone who witnessed the concern, or another party involved in some other way.

Use the “Add Another Party” option to identify additional students involved in the incident, whether they are additional students of concern or witnesses.
Tell us about your concerns:

The next section of fields will include check boxes for you to list the concerning behaviors by category/type. Please check any and all boxes that apply to the concern you are reporting.

Tell us about your concerns:

Please provide as much information as possible. The more information you can provide us, the better we can serve the student you are concerned about. Please upload any relevant email communication or assignments that have raised a concern.

Please check any behaviors below that have led you to be concerned about the individual involved. If no boxes apply, please use the text box below to describe your concerns in detail:

- Academic Difficulty
- Alcohol/Drugs Concern
- Bizarre behavior
- Concern that student may be missing
- Death of Family Member
- Death of Someone close to student
- Depressed
- Displays anger/negative emotions inappropriately
- Disturbing written material/class discussion
- Engages in disruptive classroom behavior
- Excessive Absences from Class (first report)
- Excessive Absences from Class (additional report)
- Excessive anxiety
- Financial Issue
- Injury/Illness - Hospital
- Injury/Illness, Other
- Illness/Injury - Family Member
- Personal Wellness
- Significant change in appearance/behaviors
- Social Adjustment/Involvement
- Suicidal tendencies
- Self-injurious behavior
- Unusual Behavior
- Victim of Crime
- Other

Please describe the behaviors that have prompted you to share your concerns. Please use as much detail as possible, including dates. You may also copy/paste...
The final section of the online form. This is where you will provide a detailed narrative of your concern.

There will be a drop down list to indicate if you have already contacted any other departments or offices about this concern.

If you have screenshots, emails, texts, pictures, or videos of a specific incident involving the student of concern. There is a spot to upload them.

Finally, you are ready to press the submit button!!!
Tips for writing the report

► Try not to use pronouns: Writing in the third person and using just the individuals' names helps when the university analyzes the report, especially in cases where there are multiple people involved.
  ► EX: “Sally Green got in an argument with Mary Red, and Sally ran away crying after.”

► Try to write the report as chronologically as you can, this helps the university keep an accurate account of events as they occur.
  ► EX: “At 9:15 AM in McClurg Sally Green got in an argument with Mary Red, and Sally ran away crying after. I saw Sally crying outside of Spencer Hall at 10:30 AM after that”
What Happens Next?

- All CARE Reports are turned into cases that are assigned to a case manager on the CARE Team.
  - All cases receive follow-up, regardless of the severity of the incident/concern.
- You as the reporter may reach out to the CARE Team to ask for an update on your case.
  - Not all information can be shared with reporters, only need to know.
  - While the CARE Team does follow-up on each case, we do not require students to meet with us if the concern is low level.
- Should another report come in about the same situation it will be added to the original case. New reports or reports in a different term will be opened as new cases.