SUBMITTING A CARE REPORT

careteam@sewanee.edu
bit.ly/CAREIR
SELECT THE APPROPRIATE FORM

CARE REPORT
Primary concern is related to mental or physical health including disruptive behavior.
Go To: bit.ly/CAREIR

ACADEMIC DIFFICULTY
Primary concern is related to academic performance including absences and missing work.
Go To: Student Success Portal
**Background Information**

Provide information about yourself, the student of concern, and the timing of the behavior.

A report can be submitted anonymously, but may limit the ability of the team to follow up.

<table>
<thead>
<tr>
<th>Background Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide us with information about you so the reporter in case the team needs to follow up with you for additional information.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your first and last name:</td>
<td></td>
</tr>
<tr>
<td>Your role:</td>
<td></td>
</tr>
<tr>
<td>Your phone number:</td>
<td></td>
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<tr>
<td>Your email address:</td>
<td></td>
</tr>
<tr>
<td>Nature of Report (Required):</td>
<td>Please Choose...</td>
</tr>
<tr>
<td>Relationship to Student (Required):</td>
<td>Please Choose...</td>
</tr>
<tr>
<td>Date of behavior (Required):</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td>Time of behavior:</td>
<td></td>
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<tr>
<td>Location of behavior (Required):</td>
<td>Please select a location...</td>
</tr>
<tr>
<td>Specific location:</td>
<td></td>
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</tbody>
</table>

- Enable additional features by logging in.
INVOLED PARTIES

In this section you must identify the student of concern. Please double check the spelling of the student's name. If you want to reference other students involved, add them to the narrative or list them as a witness.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Select Gender</th>
<th>Select Role</th>
<th>Banner ID</th>
</tr>
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<thead>
<tr>
<th>DOB (YYYY-MM-DD)</th>
<th>Phone number</th>
<th>Sewanee email address</th>
<th>Residential Hall/Address</th>
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Provide information about each person involved in the situation. You must provide an answer in the first three boxes and including their Banner ID is helpful if you have it!

Add another person by clicking on the “Add another party” button.
CONCERN

Review the list of behaviors to choose those potentially applicable to the situation.

Attempt to choose those most descriptive, noting that multiple may be relevant.

Tell us about your concerns:

Please provide as much information as possible so we can best serve the student. Please upload any relevant email communication or other document relevant to the 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. [Required]

- Academic Difficulty
- Accident or injury
- Alcohol/Drugs Concern
- Death or serious illness of friend or family member
- Disturbing written material/class discussion
- Engages in disruptive classroom behavior
- Financial difficulties
- Grief or loss
- Health issues
- Hospitalization
- High level of stress
- Inappropriate display of emotions
- Mental health concern
- Roommate conflict
- Significant change in appearance, hygiene, or demeanor
- Social adjustment or involvement
- Suicide attempt
- Suicidal thoughts
- Self-injurious behavior
- Unresponsive student
- Unusual behavior
- Victim of a crime
- Witness to traumatic event
- Other
NARRATIVE DESCRIPTION

SEEN
What behaviors did you see or observe, directly or indirectly?

HEARD
What information was told to you? Who shared it with you? What was the context?

DONE
What action steps have you taken? What were the results?
EXAMPLE NARRATIVE

Jordan has missed 6 classes with unexcused absences so far this semester. The class meets twice a week in the evening, and Jordan shared with me they sometimes struggle with their energy towards the end of the day for mental health reasons.

They have communicated with me about some of their absences with increasingly anxious sounding emails. Yesterday, the student was absent from class, and wrote to me to say that they won't be in class and stated it was because they were having a panic attack. I responded to encourage them to visit CAPS before they closed for the day.

Jordan has been in my courses in the previous two semesters, so I have gotten to know them well. They are hardworking and have a particular talent for this subject area. I believe they feel to be under some kind of additional pressure and stress.

Their frequent class absences are concerning to me because it not only may impact their grades, but also appears to be related to an increasing level of stress.
RESOURCE & CONTACT

The final questions help the CARE Team in their response to the concern.

First – we ask you to indicate if you have contacted with these concerns so we can collaborate.

Second – we ask you if you have talked with the student about these issues, which helps us as we connect with the student.
You can upload any supporting documentation (emails, photos, etc.) before submitting the report.

Check the box to receive a copy of the report by email.
QUESTIONS?

Contact us at careteam@sewanee.edu or call the Dean of Students’ Office at 931.598.1229.