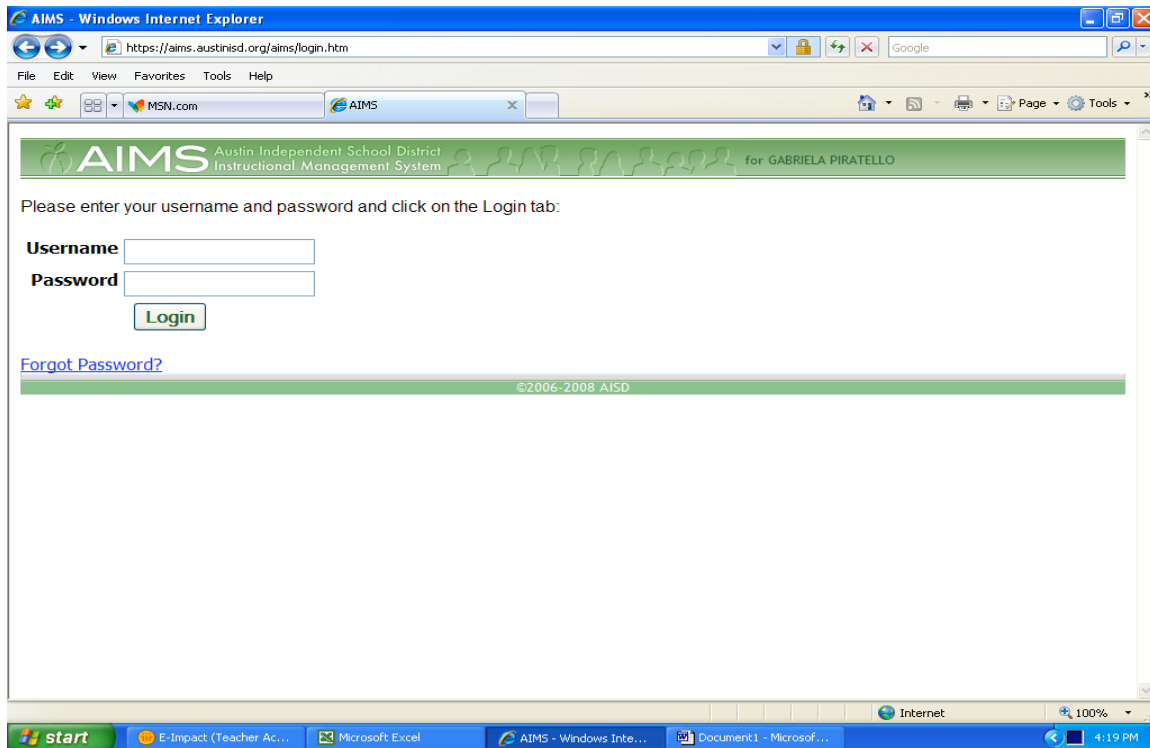
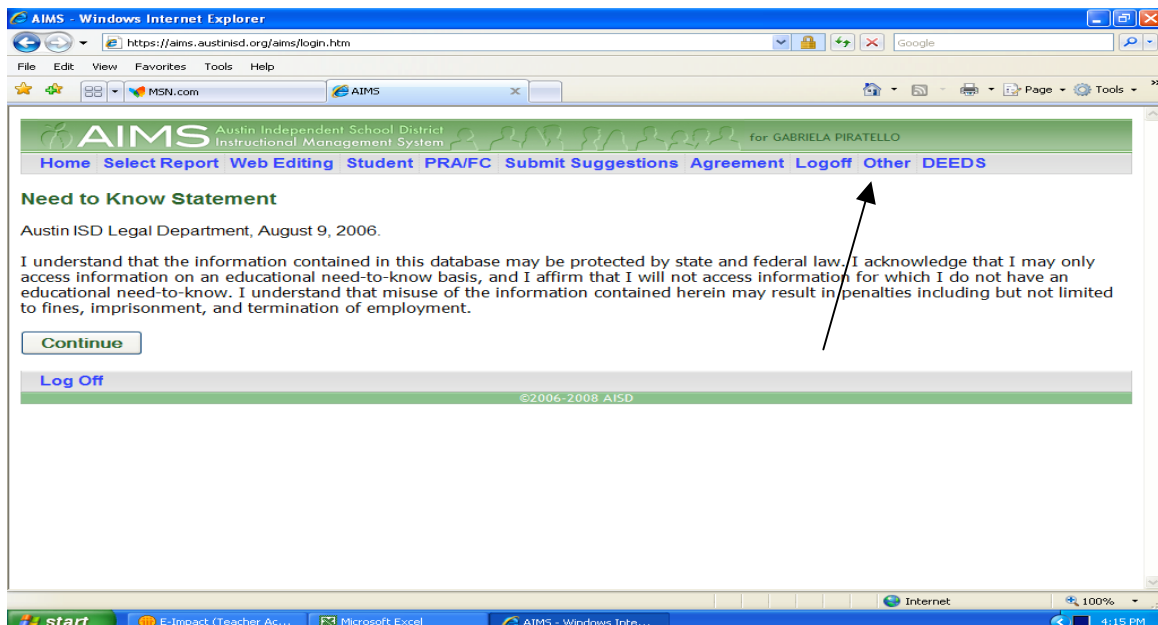


# E-Impact Access Process For Teachers Using AIMS

To complete an e-Impact referral, first go to the AIMS website for AISD—Just type in AIMS. The Username and password screen will appear.

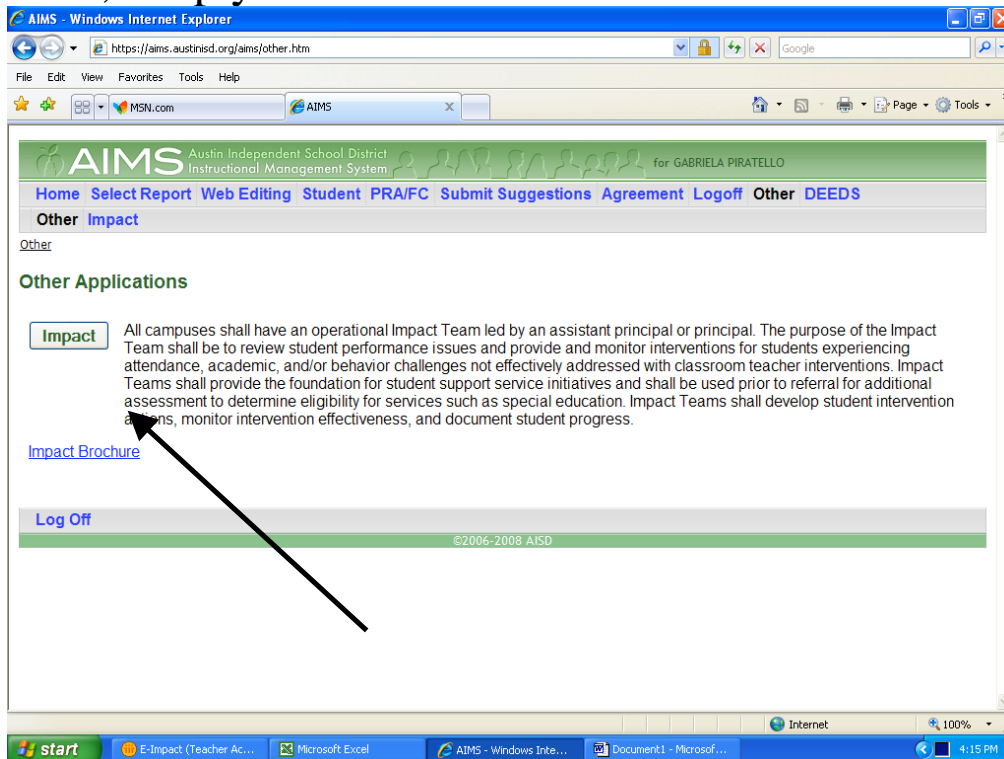


After you have logged in, you will click on **“OTHER”**

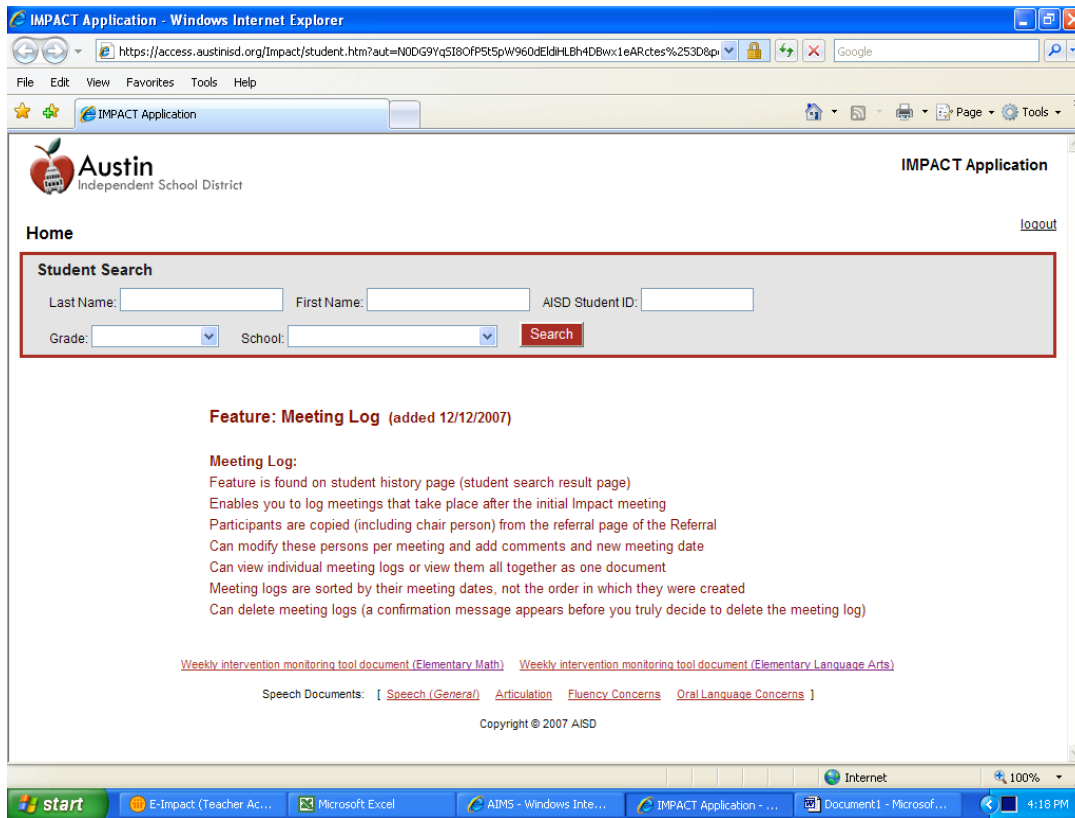


That will take you to the beginning of the IMPACT screens.

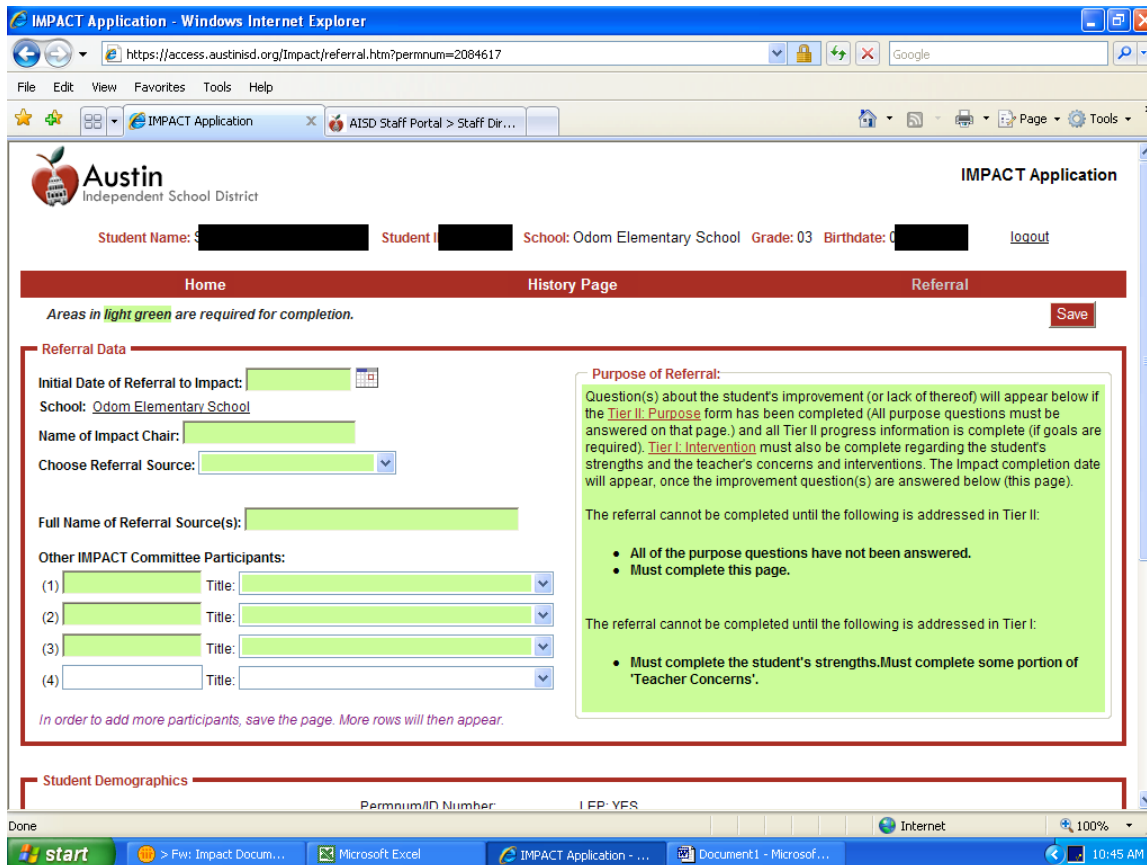
Next, simply click on the word IMPACT.



Finally, you have reached the IMPACT Referral screen. On this screen, input your student's first name, last name, grade level and school. Then click on SEARCH. Your student will appear. If there is more than one student, just click on YOUR student out of the list.



Once you have clicked on your student, the following screen will appear:



Your job is to complete EVERYTHING in green, and to save frequently. Keep filling in information as prompted, the history needs to be completed, and as much as the referral as possible. If you team with another teacher, please have your team member assist with the referral process. We ask that you input as many details regarding your students as possible to paint a clear picture of your student and the concerns you have regarding this student. It is also imperative to know your student's strengths across the curriculum. Please make sure you do not omit this vital step. Combined, this information will enable the Impact team to provide more detailed services, and it could prevent a delay in other services.

At the bottom of the above-indicated page, you will find the REQUIRED additional documentation forms you will need to complete your information packet. You will need to click on them and print them out. It will look similar to the following:

[Weekly intervention monitoring tool document \(Elementary Math\)](#)    [Weekly intervention monitoring tool document \(Elementary Language Arts\)](#)

Speech Documents: [ [Speech \(General\)](#)   [Articulation](#)   [Fluency Concerns](#)   [Oral Language Concerns](#) ]

When you feel you are done, you will need to print out the entire referral and turn it in with work samples to your grade level Impact coordinator. We will look over it to make sure it is complete and we will then schedule you for an IMPACT time.