

How to Add or Remove Barriers

Once we have completed a student profile, we will not be making any changes to this profile...so, how do we add new barriers? More importantly, how do we remove a barrier from a student's profile once it has been addressed and it is no longer appropriate?

The answer is, we are able to both add and remove barriers from the same barrier tracking screen. The step-by-step instructions are listed below.

Steps to Remove Barriers for Active Students:

- 1) Select your **Current Roster** from the navigation sidebar (left hand side of your screen)
- 2) Select the **Student Name** for which you will be removing a barrier
- 3) Select the **Barrier** link from the gray-lit drop down menu under student name
- 4) Enter the Barrier **Removal Date** in the appropriate box
- 5) Hit the **Update** button to save the barrier removal date

Steps to Add Barriers for Active Students:

- 1) Select your **Current Roster** from the navigation sidebar (left hand side of your screen)
- 2) Select the **Student Name** for which you will be removing a barrier
- 3) Select the **Barrier** link from the gray-lit drop down menu under student name
- 4) Below the tracking list of barriers, add new barriers in the aptly titled **Add Barrier to Participant** section
- 5) Enter the **Date** the barrier was identified
- 6) Select the **Barrier** from the drop down menu
- 7) Select the **Submit** button to save the barrier removal date.

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[Manage](#)
[Review](#)
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Montana School 20XX ▼ Edit

Participant 1

Participant 2

Participant 3

Participant 4

Contact/Demographics

Profile

Relatives/Friends

Social Media

Individual Development Plan

Rosters

Groups

Barriers

Model Services

Progress Reports

Tests

Barrier Tracking:

| Date | Code | Description | Removal Date | |
|------------|------|---|--------------|---|
| 20YY-MM-DD | A3 | Low academic performance | MM/DD/20YY | Update Delete |
| 20YY-MM-DD | P2 | Lacks motivation or maturity to pursue education or career goals | | Update Delete |
| 20YY-MM-DD | E1 | Family environment not conducive to education or career goals | | Update Delete |
| 20YY-MM-DD | W1 | Economically disadvantaged as defined by public assistance, TANF, or free lunch | | Update Delete |
| 20YY-MM-DD | W2 | Having inadequate or no work experience | | Update Delete |
| 20YY-MM-DD | W3 | Lacks marketable occupational skills that are in demand in the local labor market | | Update Delete |

Add Barrier to Participant

Date

Barrier

Select a Barrier ▼

Removal Date

Submit