



## **admin-manage-discipline**



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**NOTE:** This step must be performed by an administrator with access to TxEIS Discipline.

### ***TxEIS Discipline > Maintenance > Referrals***

The Referrals page in TxEIS Discipline allows a designated discipline approver to review discipline referrals entered in TeacherPortal and take appropriate action (i.e., review or create an incident record). These referrals may be entered by teachers or other employees who have authorization to enter referrals, such as a bus driver.

**NOTE:**

- You can only view referrals if you are designated as a discipline approver (i.e., the **Discipline Approver** field is selected on TxEIS Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor).
- All discipline approvers can view all referrals for the campus.

☐ Discipline approvers who are set up to receive email notification of discipline referrals will receive an email message whenever an applicable referral is submitted from TeacherPortal.

The email message informs the approver that a referral has been submitted from TeacherPortal, but does not contain detailed information about the incident. The approver must log on to the TxEIS Discipline application to view the complete information.

An approver who does not receive an email notification can also access referrals by logging on to TxEIS Discipline; the email message is not required.

When you first access the page, no data is displayed.

☐ To retrieve a list of referrals, use the **Admin Number** or **Admin Name** autosuggest field to retrieve an administrator by ID or name.

You can limit the referrals list by specifying grade level, name, or date ranges, or a particular referral status, using one or more of these optional fields. Or, leave all of these fields blank to retrieve all referrals for the campus:

<b>From/To Grade Level</b>	Campus default values are displayed. If needed, you can clear these fields, or select other beginning and ending grade levels for the range of grade levels you want to retrieve.
<b>From/To Name Range</b>	Type the range of last names you want to retrieve (e.g., AA-MC).
<b>From/To Name Incident Date</b>	Type the beginning and ending dates to see referrals for a specific range of dates.
<b>Status</b>	Select <b>Pending</b> , <b>Reviewed</b> , and/or <b>Completed</b> to review only referrals with a specific status (or more than one specific status)

☐ Click **Retrieve**.

The referrals are retrieved according to the criteria specified, sorted by status.

<b>Status</b>	The <b>Status</b> field displays the current status of the referral:	
	<b>Pending</b>	Indicates that the referral was submitted via TeacherPortal and is awaiting review and further action from an administrator.
	<b>Reviewed</b>	Indicates that the referral was reviewed by an administrator, and the administrator is taking no further action.
	<b>Completed</b>	Indicates that the referral was reviewed by an administrator, and that further action was taken (i.e., an incident record was created).
<b>Students</b>	The full name and ID of the student associated with the referral is displayed.  If multiple students were involved, a separate row is displayed for each involved student. Students are listed alphabetically, regardless of their involvement in the incident. Only the row for the first student displays incident data.	
<b>Teachers</b>	The name of the instructor who submitted the referral is displayed.	
<b>Grade Level</b>	The student's grade level is displayed.	

The following information is entered in TeacherPortal by the teacher or non-instructional staff member who submitted the referral.

<b>Offense Code</b>	The offense code selected by the teacher is displayed.<WRAP box> <b>NOTE:</b> From TeacherPortal, teachers can only select offense codes that are allowed to be displayed in TeacherPortal. This is determined by the <b>Include in txGradebook</b> field on <b>TxEIS Discipline &gt; Maintenance &gt; Tables &gt; District Level &gt; Offense Codes</b> .
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z The Referrer Comment field displays comments entered by the instructor or employee who entered the referral. Only the first few words are visible in the grid, so you may need to click the spyglass icon to open the details window where you can view the entire comment.

z The Loc field displays a code indicating the location of the incident. These codes are established in TxEIS Discipline on the Maintenance > Tables > District Level > Location Codes tab.

z The Severity field displays the severity of the incident, as indicated by the referrer. For example, High is displayed if the nature of the offense is very severe.

z The Incident Date field displays the date on which the incident occurred.

z The Sent to Office field indicates if the student(s) were sent to the office as a result of the incident.

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## txGradebook Administrator - Manage a txGradebook Discipline Referral

z The Last Updated Date field displays the date on which the discipline referral was last updated via txGradebook. This date is updated every time the submitter re-submits a pending referral. 5. Click the spyglass icon to review the referral and decide whether you will create an incident or take no further action. The Referral Details Form window opens.

z In the Referral Detail section, the information entered by the submitter is displayed and cannot be changed. z The fields below Referral Detail are for approver use.

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