



## **admin-manage-discipline**



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# Table of Contents

**admin-manage-discipline** ..... i



**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.
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<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.


The screenshot shows the TeacherPortal search interface. At the top, there are input fields for Admin Number (113), Admin Name (Duncan, Tim W), From Grade Level (09), To Grade Level (12), From Name Range, and To Name Range. A 'Retrieve' button is on the right. Below these are checkboxes for Pending (checked), Reviewed, and Completed. A table below shows search results with columns: Details, Status, Student ID, Students, Teachers, Grade Level, Offense Code, Referrer Comment, Loc, Severity, Incident Date, Sent to Office, and Last Updated Date. The first row shows a 'Pending' status for Student ID 000010, Student BEST, SKYLAR M., Teacher Onassis, Jacqueline K, Grade Level 9, Offense Code 0403, Referrer Comment 'Chewing gum', Loc RGC, Severity L, Incident Date 05-18-2020, and Last Updated Date 05-18-2020. At the bottom right, it says 'Rows: 1'.

<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 teacher who submitted the referral is displayed.	
<b>Grade Level</b>	The student's grade level is displayed.	

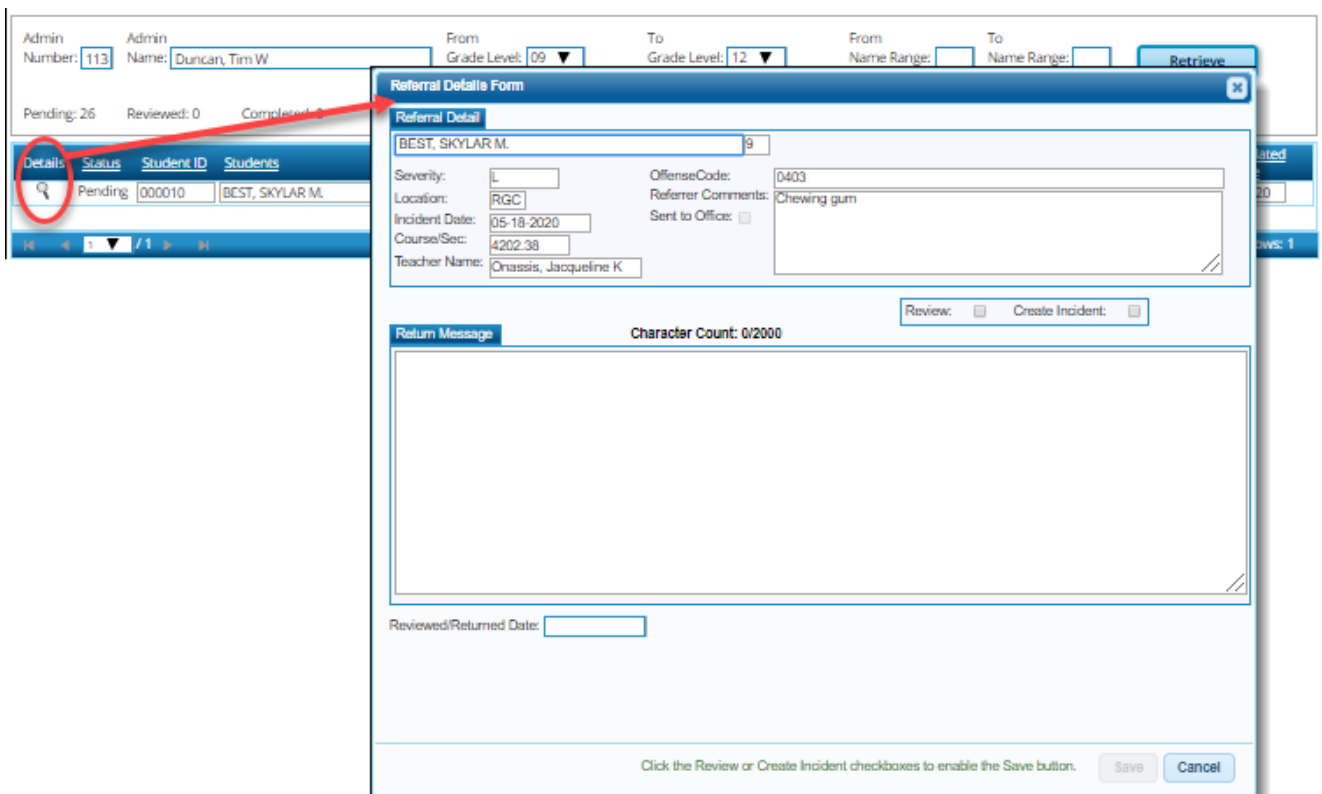
The following information is entered in TeacherPortal by the teacher or non-instructional staff member who submitted the referral.

<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> .
<b>Referrer Comment</b>	The comments entered by the teacher who entered the referral are displayed. Only the first few words are visible in the grid, so you may need to click the  to open the details window where you can view the entire comment.
<b>Loc</b>	The code indicating the location of the incident. These codes are established on <b>TxEIS Discipline &gt; Maintenance &gt; Tables &gt; District Level &gt; Location Codes</b> .

<b>Severity</b>	The severity of the incident, as indicated by the referrer. For example, High is displayed if the nature of the offense is very severe.
<b>Incident Date</b>	The date on which the incident occurred is displayed.
<b>Sent to Office</b>	The field is selected if the student(s) were sent to the office as a result of the incident.
<b>Last Updated</b>	The date on which the discipline referral was last updated via TeacherPortal. This date is updated every time the submitter re-submits a pending referral.

☐ Click  to review the referral and decide whether you will create an incident or take no further action.

The Referral Details Form window opens.



The screenshot shows the 'Referral Details Form' window. The 'Referral Detail' section contains the following information:

- Student Name: BEST, SKYLAR M.
- Grade Level: 9
- Severity: L
- Location: RGC
- Incident Date: 05-18-2020
- Course/Sec: 4202-38
- Teacher Name: Onassis, Jacqueline K
- Offense Code: 0403
- Referrer Comments: Chewing gum

Below the 'Referral Detail' section is the 'Return Message' section, which includes a large text area for a message and a 'Reviewed/Returned Date' field. At the bottom of the form, there are checkboxes for 'Review' and 'Create Incident', and a 'Save' button. A red circle highlights the 'Details' tab in the background window, and a red arrow points from it to the 'Referral Details Form' window.

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