



Admin - Discipline Referrals

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This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

The page allows administrative users to view a student's discipline records.

Student:000010 - BEST, SKYLAR
Change Student
Print

Admin - Discipline Referrals

Campus: (001) 001 School

0 Completed, 0 Reviewed, 1 Pending Referrals found
0 High, 0 Medium, 1 Low,

Submitted By: JONASSIS

| Student ID | Student Name | Grd Lvl |
|------------|--------------|---------|
| 000010 | BEST,SKYLAR | 09 |

Severity: **Low**
Offense Description: **Class disruption**
Referrer Comments: **Chewing gum**
Incident Date: **03/03/2020**
Incident Time: **11:19 AM**
☐ Sent to Office
Teacher Course-Section: **08 INT PHY & CHEM (4202-38)**
Status: **Pending**
Incident Location: **Regular Classroom**

View data:

☐ From the [Admin - Search for Discipline Referrals](#) page, locate the student for whom you want to view discipline referrals, and then click **View Details**.

The Admin - Discipline Referrals page opens allowing you to view the student's discipline data. At the top of the list, the campus is displayed, followed by a summary of referrals found by status and by severity.

□ For each record, the following information is displayed as entered in TeacherPortal on [Discipline > Discipline Referrals](#):

| | |
|---------------------------------|--|
| Submitted By | The name of the TeacherPortal user who submitted the referral. |
| Severity | The severity of the offense, such as Low, Medium, or High (High indicates a very severe offense) as indicated by the referrer. |
| Offense Description | The offense code selected by the teacher is displayed. |
| Referrer Comments | Comments related to the offense that were entered in TeacherPortal by the referrer. |
| Incident Date/Time | The date and time of the incident are displayed. |
| Sent to Office | Indicate whether or not the student was sent to the office as a result of the incident. |
| Teacher's Course Section | The course-section in which the incident occurred, if applicable. |
| Status | <p>Pending - Submitted referrals that are awaiting review and further action from an administrator.</p> <p>Reviewed - Submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action.</p> <p>Completed - Submitted referrals that have been reviewed by an administrator, and for which further action was taken.</p> |

| | |
|-----------------------|--|
| Change Student | View data for another student. The Discipline Referrals - Find Student page is displayed allowing you to search for another student. |
| Print | <p>Print displayed data.</p> <p>The Print dialog box opens allowing you to select your printer and settings. Click Print to continue. Otherwise, click Cancel.</p> |