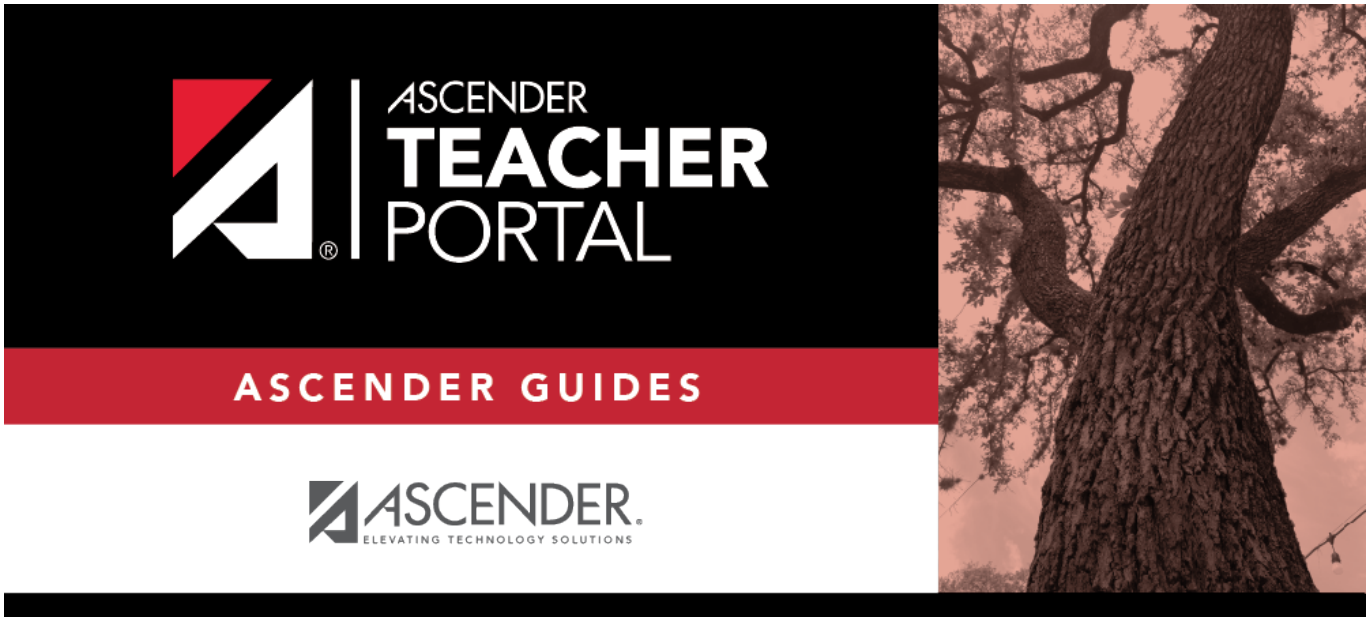


Admin - Discipline Referrals

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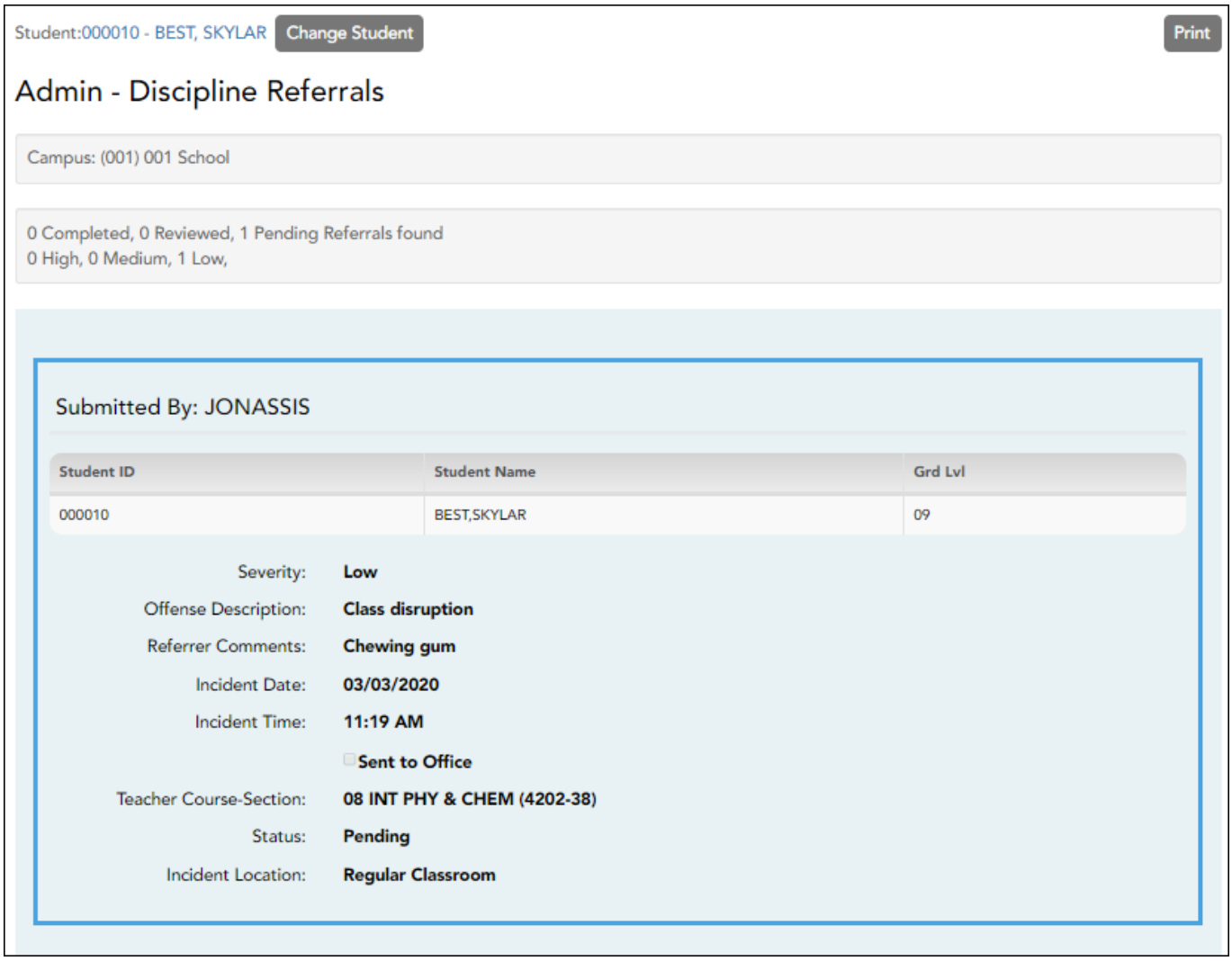
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Admin - Discipline Referrals

TeacherPortal Admin > Admin - Discipline Referrals

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.



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	**Pending** - Submitted referrals that are awaiting review and further action from an administrator. **Reviewed** - Submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action. **Completed** - Submitted referrals that have been reviewed by an administrator, and for which further action was taken.

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