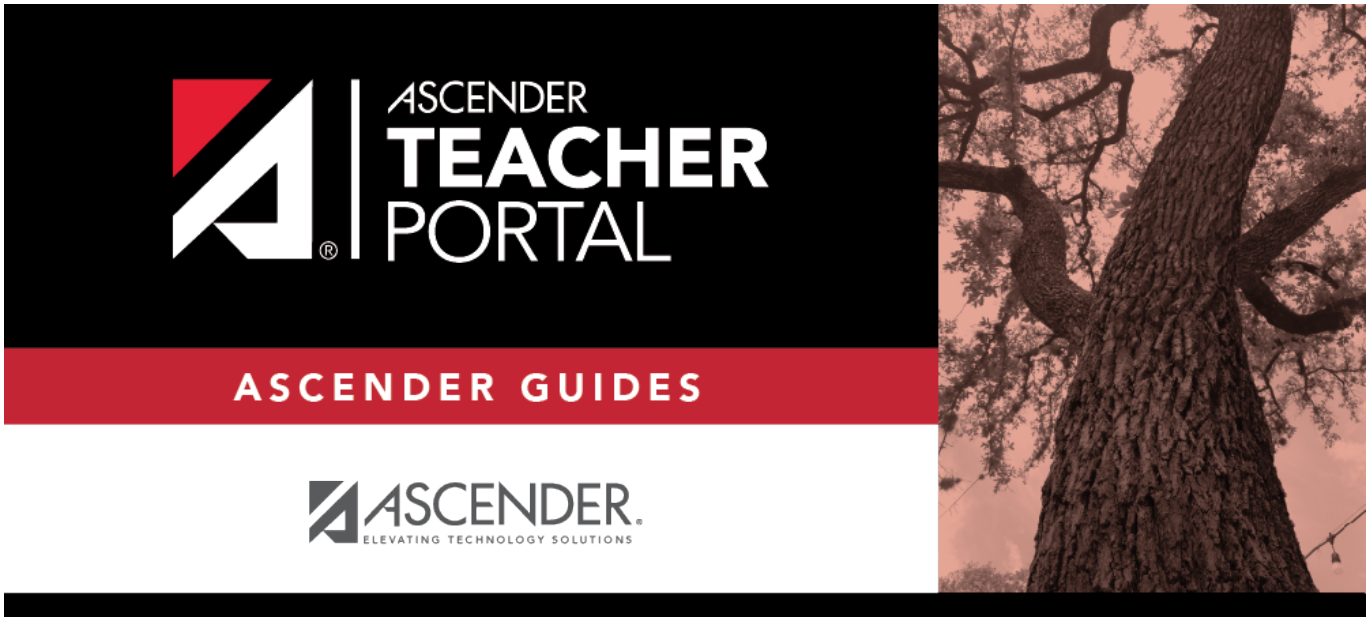



# Admin - Discipline Referrals

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# Discipline Referrals

***TeacherPortal 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 Discipline Referrals Search page, locate the student for whom you want to view discipline referrals, and then click **View Details**.

The 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 txGradebook on Discipline > Discipline Referrals:

| | |
|---|---|
| **Submitted By** | |
| **Severity** | |
| **Offense Description** | |
| **Referrer Comments** | |
| **Date/Time of Incident** | |
| **Sent to Office** | |
| **Teacher's Course Section** | |
| **Status** | **Pending** - Submitted referrals that are awaiting review and further action from an administrator.<br><br>**Reviewed** - Submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action.<br><br>**Completed** - Submitted referrals that have been reviewed by an administrator, and for which further action was taken. |

| | |
|---|---|
| **Change Student** | |
| **Print** | Print displayed data.<br>The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue. Otherwise, click **Cancel**. |