



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	<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	
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>