



## **Admin - Search for Discipline Referrals**



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# Admin - Search for 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.

This page is the first step in viewing the [Admin - Discipline Referrals](#) page. You must select a specific student at a specific campus before viewing the Admin - Discipline Referrals page.

This page allows you to retrieve a student by campus, student ID, or name, and view the discipline records entered for the student by a teacher in TeacherPortal.

Admin - Search for Discipline Referrals

Admin - Search for Discipline Referrals - Find Student

Student ID:

Last Name:

First Name:

Campus ID:

Viewing Options:
☐ Page Break Between Referrals

Search

Search Results

Selection	Student ID	Last Name	First Name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Date
<input type="radio"/>	000010	BEST	SKYLAR M	001	09	08/26/2019	

View Details

## View data:

☐ Specify search criteria:

**NOTE:** You can search either by student ID or name; you cannot use both options at the same time.

<b>Student ID</b>	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.
<b>Last/First Name</b>	Begin typing the student's last or first name. As you begin typing the name, a drop-down list displays students whose name matches the letters you have typed. From the drop-down list, select a student.
<b>Campus ID</b>	Type the campus ID at which the student is currently enrolled.  If you are logged on as a campus-level administrator, the campus ID is set to the campus you are logged on to and cannot be changed.
<b>Viewing Options</b>	Select <b>Page Break Between Referrals</b> if you want each incident to print on a separate page.

☐ Click **Search**.

The students who match the criteria entered are listed, including student ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students are sorted by last name, first name, and enrollment date.

Students are retrieved whether or not they have discipline records.

☐ Select the student record you want to view, and click **View Details**.

The [Admin - Discipline Referrals](#) page opens.