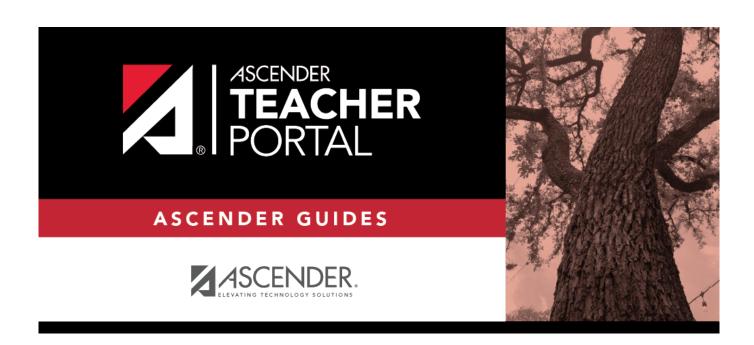
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Admin - Search for Discipline Referrals

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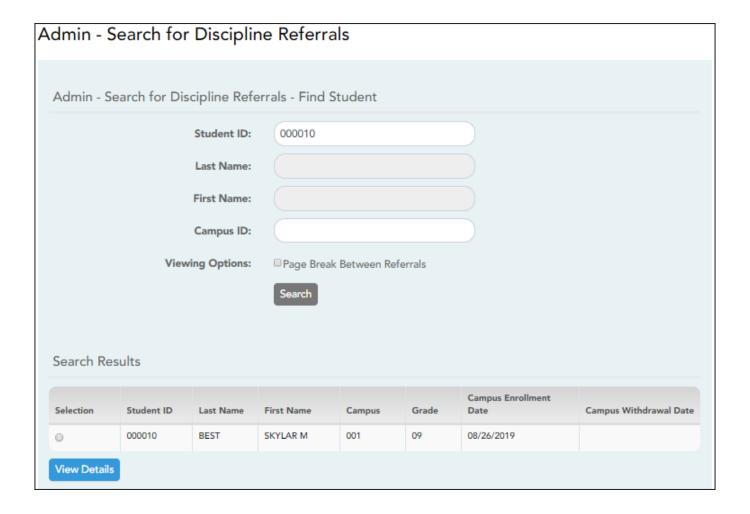
Admin - Search for Discipline Referrals

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.



View data:

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

Student ID	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.
Last/First	Begin typing the student's last or first name. As you begin typing the name, a drop-
Name	down list displays students whose name matches the letters you have typed. From the drop-down list, select a student.
Campus ID	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.
Viewing	Select Page Break Between Referrals if you want each incident to print on a
Options	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.