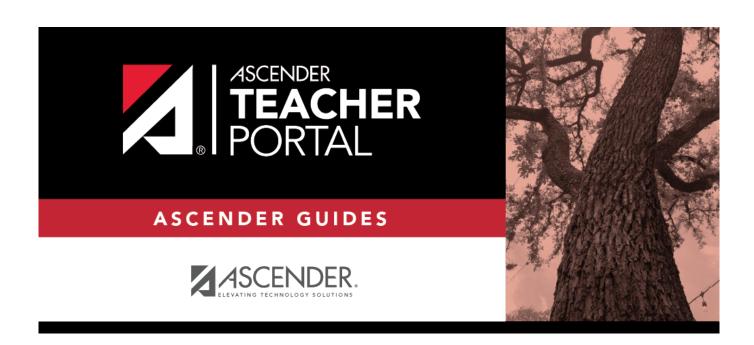
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## **Admin - Search for Discipline Referrals**

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## **Search for Discipline Referrals**

## TeacherPortal Admin > Discipline Referrals

This pa	ge is only	available	to users	who lo	g on to	TeacherPorta	I with a	a district- o	r campu	s-level
security	y adminis	trator usei	r ID.							

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:	
☐ Specify search c	riteria:
<b>NOTE:</b> You can stime.	search either by student ID or name; you cannot use both options at the same
Student ID	
Last/First Name	
Campus ID	
Viewing Options	Select <b>Page Break Between Referrals</b> if you want each incident to print on a separate page.
☐ Click <b>Search</b> .	
	no match the criteria entered are listed, including student ID, name, campus, grade /withdrawal dates for each campus. Students are sorted by last name, first name, date.
Students are re	trieved whether or not they have discipline records.
☐ Select the stude	nt record you want to view, and click <b>View Details</b> .

The Admin Discipline Referrals page opens.