



## admin-view-discipline



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## Admin - Search for 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 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	

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.

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## Admin - Discipline Referrals

The page allows administrative users to view a student's discipline records.

Student:000010 - BEST, SKYLAR

[Change Student](#)[Print](#)

## Admin - Discipline Referrals

Campus: (001) 001 School

0 Completed, 0 Reviewed, 1 Pending Referrals found  
0 High, 0 Medium, 1 Low,

Submitted By: JONASSIS

Student ID	Student Name	Grd Lvl
000010	BEST,SKYLAR	09

Severity: **Low**Offense Description: **Class disruption**Referrer Comments: **Chewing gum**Incident Date: **03/03/2020**Incident Time: **11:19 AM** **Sent to Office**Teacher Course-Section: **08 INT PHY & CHEM (4202-38)**Status: **Pending**Incident Location: **Regular Classroom**

For each record, the following information is displayed as entered in TeacherPortal on [Discipline > Discipline Referrals](#):

<b>Submitted By</b>	The name of the TeacherPortal user who submitted the referral.
<b>Severity</b>	The severity of the offense, such as Low, Medium, or High (High indicates a very severe offense) as indicated by the referrer.
<b>Offense Description</b>	The offense code selected by the teacher is displayed.
<b>Referrer Comments</b>	Comments related to the offense that were entered in TeacherPortal by the referrer.
<b>Incident Date/Time</b>	The date and time of the incident are displayed.
<b>Sent to Office</b>	Indicate whether or not the student was sent to the office as a result of the incident.
<b>Teacher's Course Section</b>	The course-section in which the incident occurred, if applicable.

<b>Status</b>	<p><b>Pending</b> - Submitted referrals that are awaiting review and further action from an administrator.</p> <p><b>Reviewed</b> - Submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action.</p> <p><b>Completed</b> - Submitted referrals that have been reviewed by an administrator, and for which further action was taken.</p>
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<b>Change Student</b>	View data for another student. The Discipline Referrals - Find Student page is displayed allowing you to search for another student.
<b>Print</b>	<p><a href="#">Print displayed data.</a></p> <p>The Print dialog box opens allowing you to select your printer and settings. Click <b>Print</b> to continue. Otherwise, click <b>Cancel</b>.</p>



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