



## Admin - Discipline Referrals



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# Admin - 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.

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**

### View data:

From the [Admin - Search for Discipline Referrals](#) page, locate the student for whom you want to view discipline referrals, and then click **View Details**.

The Admin - 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 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>

<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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