



## 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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