



Admin - Discipline Referrals

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Discipline Referrals

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

The 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 txGradebook on [Discipline > Discipline Referrals](#):

Submitted By	
Severity	
Offense Description	
Referrer Comments	
Date/Time of Incident	
Sent to Office	
Teacher's Course Section	
Status	<p>Pending - Submitted referrals that are awaiting review and further action from an administrator.</p> <p>Reviewed - Submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action.</p> <p>Completed - Submitted referrals that have been reviewed by an administrator, and for which further action was taken.</p>

Change Student	
Print	<p>Print displayed data.</p> <p>The Print dialog box opens allowing you to select your printer and settings. Click Print to continue. Otherwise, click Cancel.</p>



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