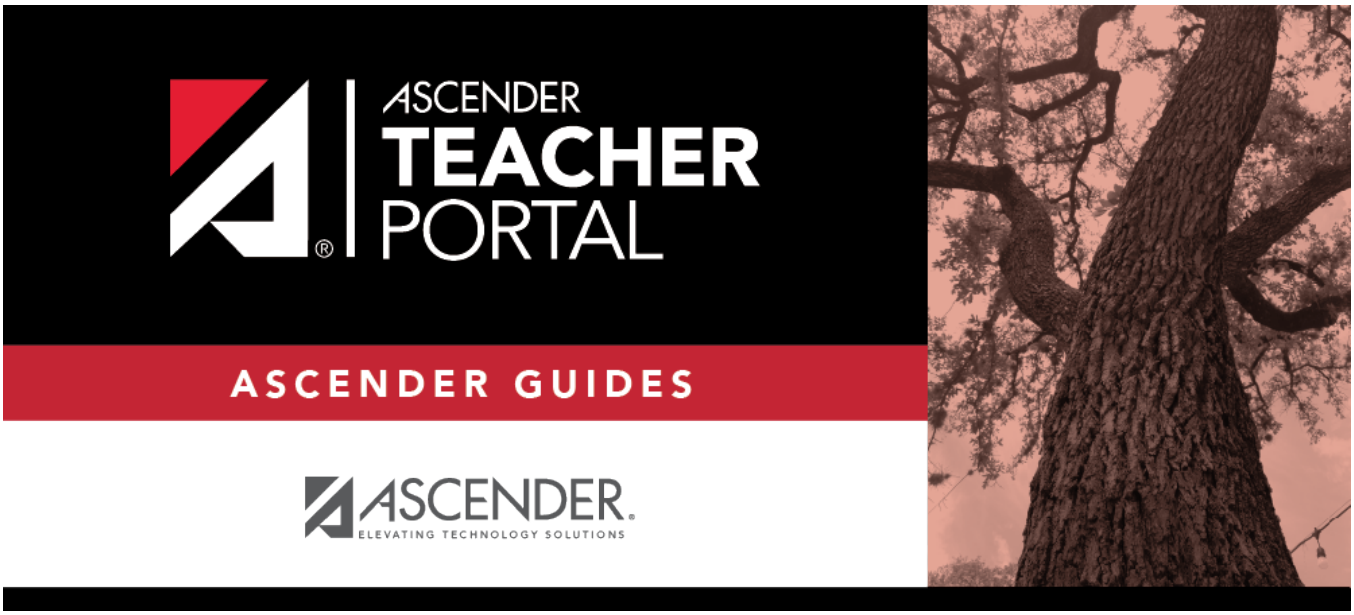


# Admin - Discipline Referrals

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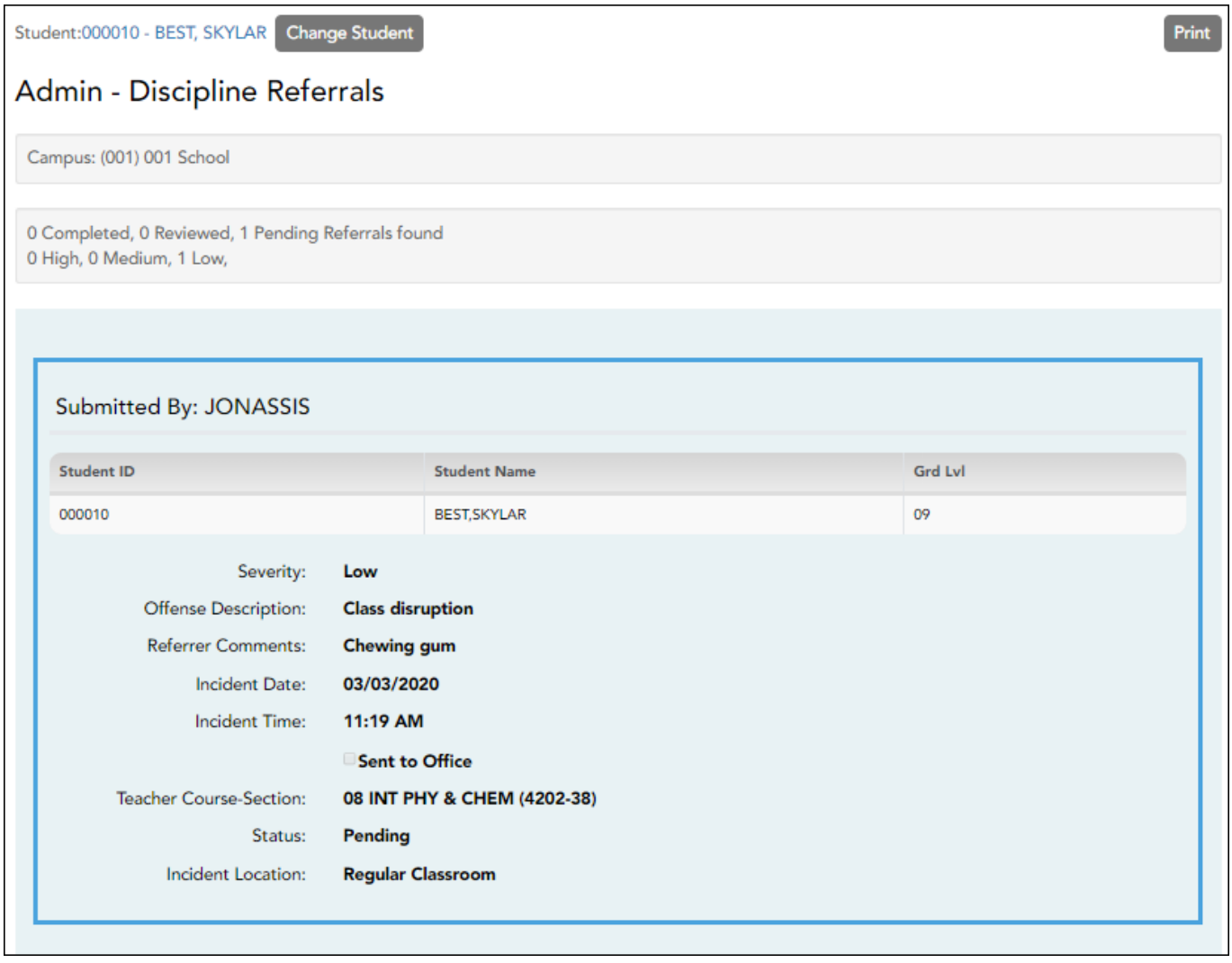
# Admin - Discipline Referrals

***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.



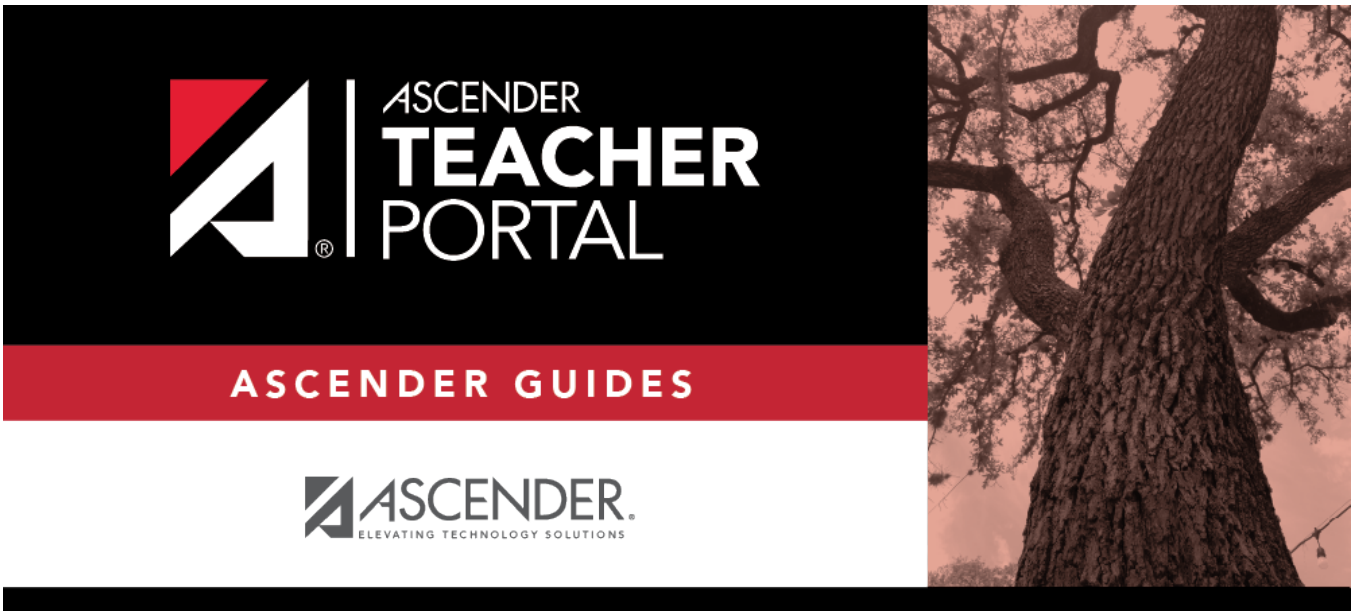

## View data:

❑ For each record, the following information is displayed as entered in TeacherPortal on Discipline > Discipline Referrals:

| | |
|---|---|
| **Submitted By** | The name of the TeacherPortal user who submitted the referral. |

| | |
|---|---|
| **Severity** | The severity of the offense, such as Low, Medium, or High (High indicates a very severe offense) as indicated by the referrer. |
| **Offense Description** | The offense code selected by the teacher is displayed. |
| **Referrer Comments** | Comments related to the offense that were entered in TeacherPortal by the referrer. |
| **Incident Date/Time** | The date and time of the incident are displayed. |
| **Sent to Office** | Indicate whether or not the student was sent to the office as a result of the incident. |
| **Teacher's Course Section** | The course-section in which the incident occurred, if applicable. |
| **Status** | **Pending** - Submitted referrals that are awaiting review and further action from an administrator.<br><br>**Reviewed** - Submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action.<br><br>**Completed** - Submitted referrals that have been reviewed by an administrator, and for which further action was taken. |

| | |
|---|---|
| **Change Student** | View data for another student. The Discipline Referrals - Find Student page is displayed allowing you to search for another student. |
| **Print** | Print displayed data.<br>The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue. Otherwise, click **Cancel**. |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