



## **Admin - Search for Discipline Referrals**



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# Search for 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.

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**

#### Search Results

Selection	Student ID	Last Name	First Name	Campus	Grade	Campus Enrollment Date	Campus Withdrawal Date
○	000010	BEST	SKYLAR M	001	09	08/26/2019	

[View Details](#)

### View data:

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>	
<b>Campus ID</b>	
<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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