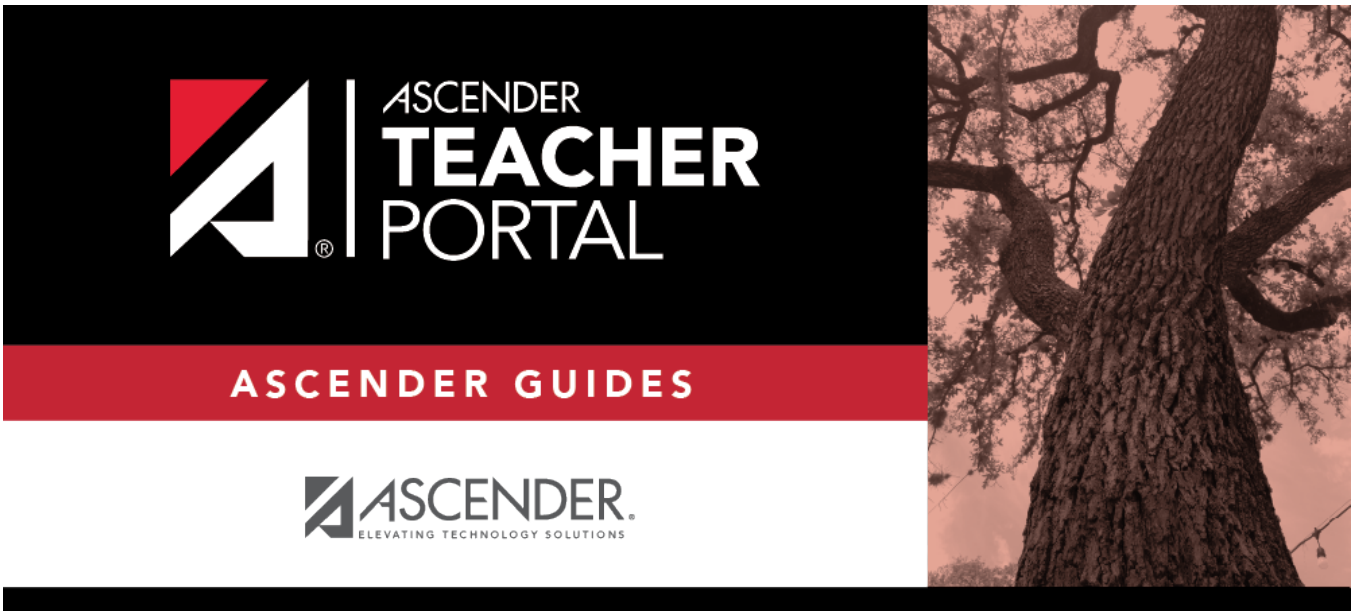

Admin - Search for Discipline Referrals

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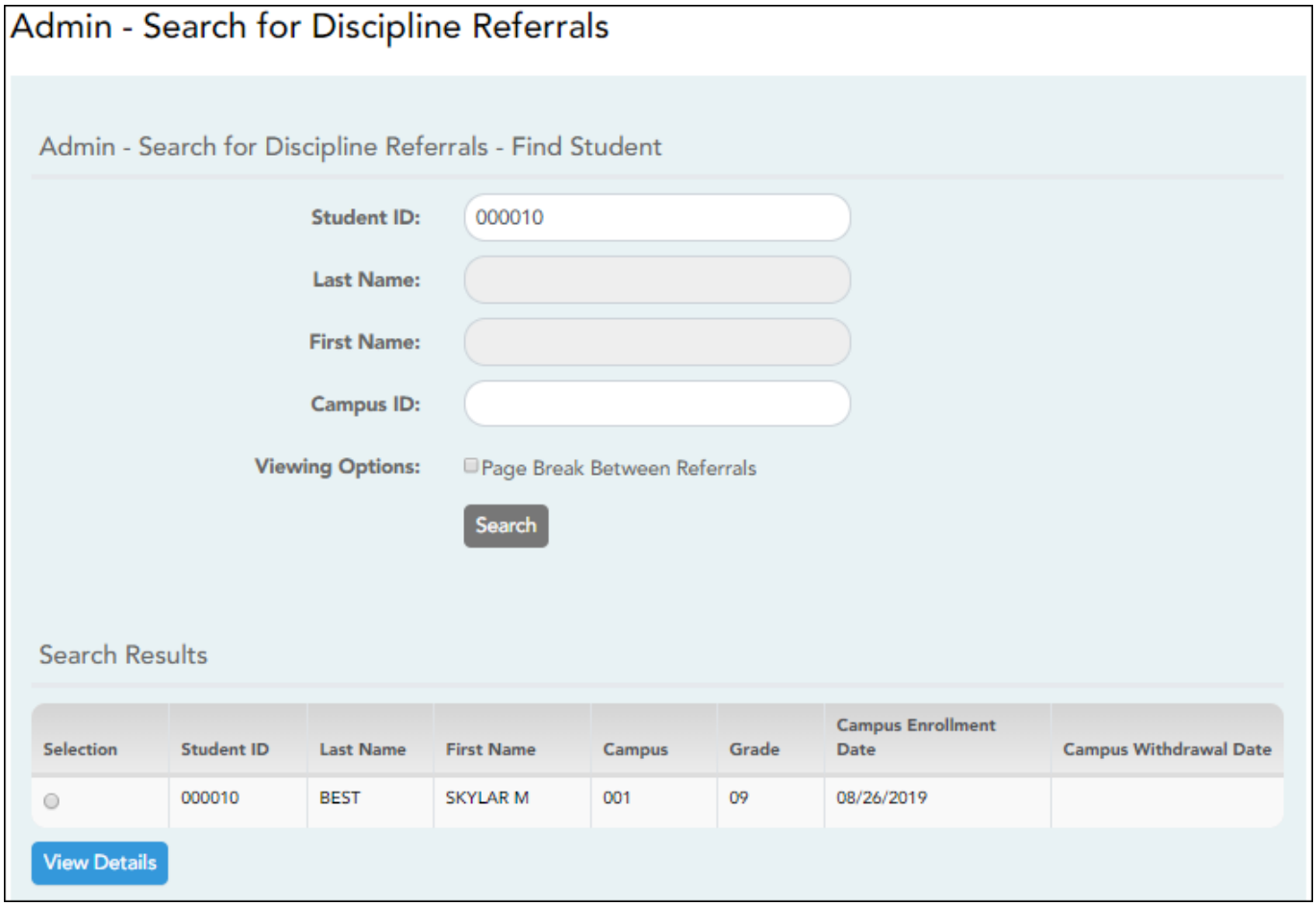
Search for Discipline Referrals

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.



View data:

❑ Specify search criteria:

NOTE: You can search either by student ID or name; you cannot use both options at the same time.

Student ID	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.
Last/First Name	Begin typing the student's last or first name. As you begin typing the name, a drop-down list displays students whose name matches the letters you have typed. From the drop-down list, select a student.
Campus ID	Type the campus ID at which the student is currently enrolled. If you are logged on as a campus-level administrator, the campus ID is set to the campus you are logged on to and cannot be changed.
Viewing Options	Select **Page Break Between Referrals** if you want each incident to print on a separate page.

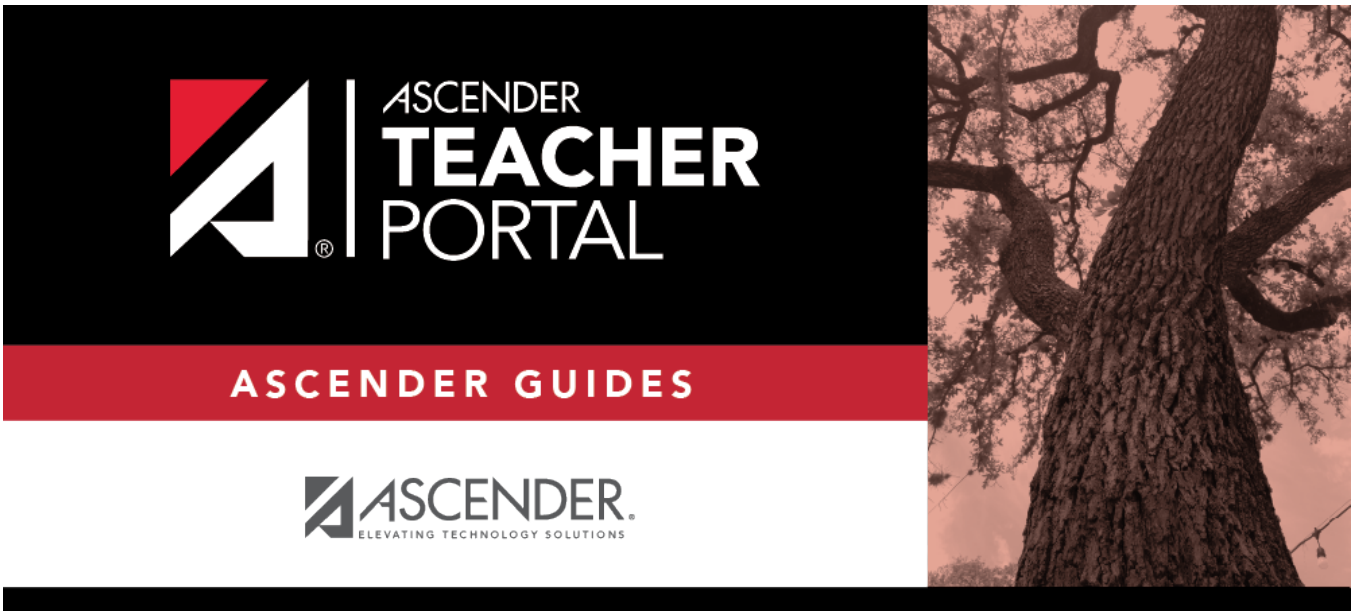
❑ Click **Search**.

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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