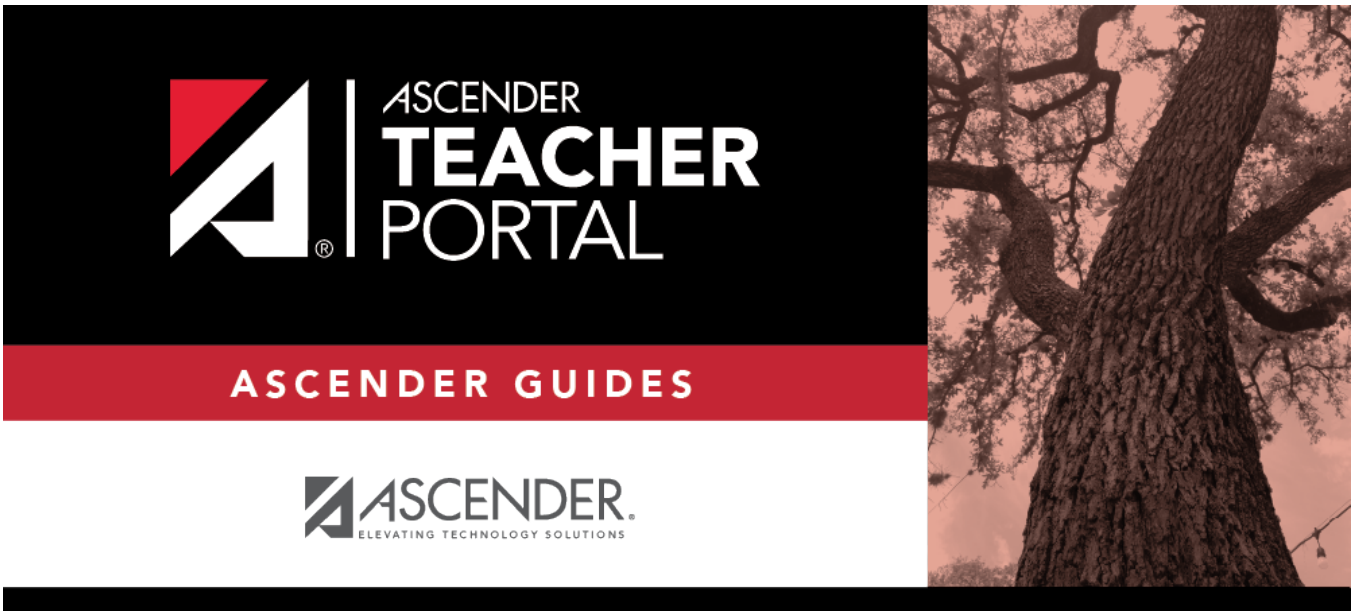


# Discipline Referrals

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# Discipline Referrals

***Discipline > Discipline Referrals***

This page allows you to view and enter discipline referrals. The referrals are submitted to an administrator for review and further action. The page is only available if the campus allows teachers to enter referrals in TeacherPortal; otherwise, the Discipline menu is not displayed.

You can only view your own referrals. If you are logged on to TeacherPortal as an administrator, you cannot see a teacher's entered referrals on this page; however, you can view your own referrals.

Inquiry-only users cannot submit referrals.

## View data:

Your existing referrals for the school year are listed, as well as the following statistical data:

| | |
|---|---|
| **Draft** | The number of referrals you have created but not submitted is displayed. |
| **Pending** | The number of referrals you have submitted that are awaiting review and further action from an administrator is displayed. |
| **Reviewed** | The number of submitted referrals that have been reviewed by an administrator, for which the administrator is taking no further action, is displayed. |
| **Completed** | The number of submitted referrals that have been reviewed by an administrator, and for which further action was taken, is displayed. |

Up to five referrals are displayed at a time. If more referrals exist, you can page through the list to see the others.

❑ To retrieve a referral for a specific student and/or a specific status, do one or more of the following, or leave all fields blank to retrieve all referrals sorted by status:

| | |
|---|---|
| **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. |
| **Student Name** | Begin typing the student's name in one of the following formats:<br><br>• Last name, comma, first name<br>• Last name initial, comma, first name initial<br><br>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. From the drop-down list, select the student. |
| **Status** | Select a status to view only referrals for the selected student with that status. Or, select ALL to see all referrals for the selected student. |

❑ Click **Search**.

The referrals grid is redisplayed according to the criteria specified.

| | |
|---|---|
|  | Click to view or edit the details of a referral. The **Record Details** section is displayed. |
|  | Click to print the discipline referral. The report opens in a new window, and you can print the report from that window. |
|  | Click to delete the referral. You are prompted to confirm that you want to delete the referral. Click **OK**. |

Only *Draft* and *Pending* referrals can be updated or deleted. The *Reviewed* and *Completed* referrals can only be viewed and printed.

## Enter or update a referral:

❑ Click **Enter New Referral**.
❑ Or, click  to edit an existing referral.

The **Record Details** section is displayed.

❑ Under **Record Details**, retrieve the student(s) involved in the incident:

| | |
|---|---|
| **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. |
| **Student Name** | Begin typing the student's name in one of the following formats:<br><br>• Last name, comma, first name<br>• Last name initial, comma, first name initial<br><br>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. From the drop-down list, select the student. |

| | |
|---|---|
| **Add Another Student** | If more than one student was involved, click **Add Another Student** to retrieve the next student. A blank row is displayed allowing you to retrieve the student. |

❑ To remove a student from the list, click .

❑ To see a student's schedule, click **Schedule** next to the student's name.

The Schedule window opens and displays the student's schedule, including the course-section, period, course title, teacher name, withdrawn indicator, room number, and days the class meets.

| | |
|---|---|
| **Severity** | Indicate the severity of the offense. For example, select High if the nature of the offense is very severe. |
| **Offense Description** | (Required) Select the offense code describing the offense.<br>**NOTE:** Only offense codes allowed by the district are listed. |
| **Referrer Comments** | Type comments related to the offense, up to 2000 characters including spaces. A character counter below the text box allows you to see the number of remaining characters available.<br><br>These comments will be read by the administrator who reviews the discipline referral.<br><br>See Notes on Special Characters and Copy/Paste From Other Documents. |
| **Date of Incident** | The current date is displayed by default. Type another date in the MMDDYYYY format, or click to select a date from the calendar. |
| **Time of Incident** | The current (i.e., system) time is displayed by default. You can type another time in the *HH:MM:SSA* format, where *HH* is the hour, *MM* is the minutes, *SS* is the seconds, and *A* is a.m. or p.m. |
| **Sent to Office** | Select if the student(s) were sent to the office because of the incident. |
| **Teacher's Course Section** | Select a course-section if the incident occurred during class. |
| **Incident Location** | (Required) Select the location in which the incident occurred. |

## Save data:

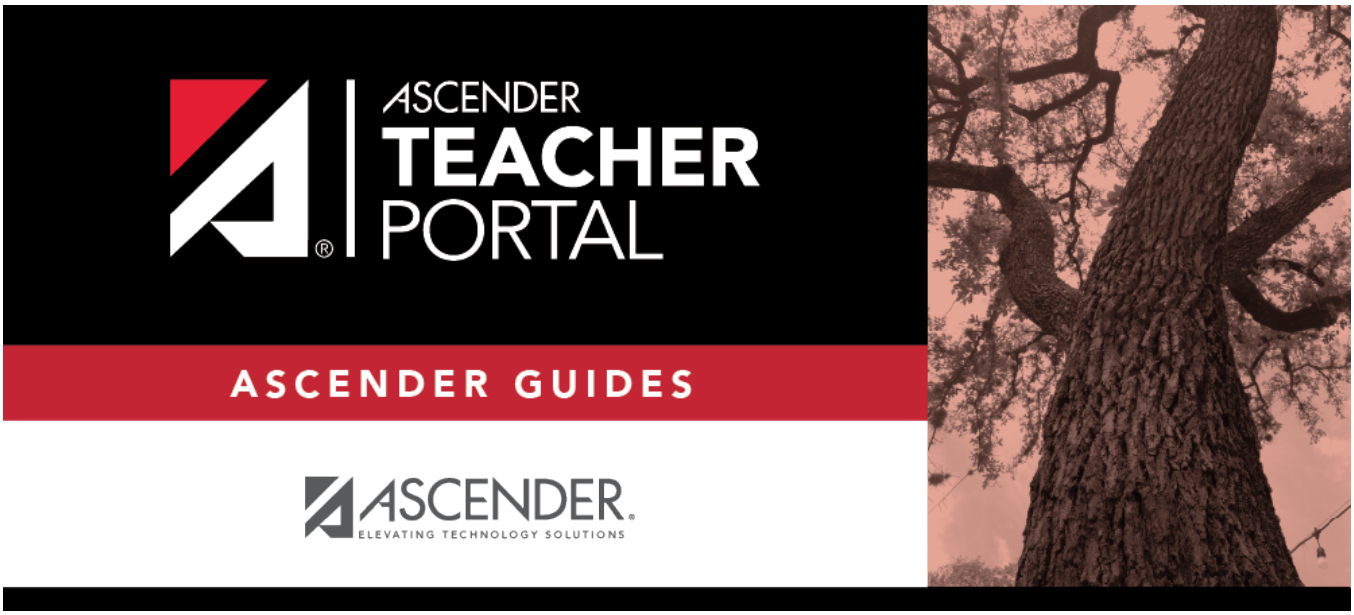
| | |
|---|---|
| **PIN** | Type your four-digit personal identification number (PIN). |

❑ Click **Save Draft** to save a draft of the referral, which allows you to finish and submit the referral at a later time.

❑ Or, click **Submit Referral** if the referral is complete, and you are ready to submit the referral to an administrator for further action.

The referral will appear in the administrator's discipline referral list with a status of *Pending*.

| | |
|---|---|
| **Print Record** | The button is only displayed for a saved referral. Click to print the discipline referral. The report opens in a new window, and you can print the report from that window. |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