



## **discipline\_body**



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

<b>Draft</b>	The number of referrals you have created but not submitted is displayed.
<b>Pending</b>	The number of referrals you have submitted that are awaiting review and further action from an administrator is displayed.
<b>Reviewed</b>	The number of submitted referrals that have been reviewed by an administrator, for which the administrator is taking no further action, is displayed.
<b>Completed</b>	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:

<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>Student Name</b>	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> 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.
<b>Status</b>	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 <b>Record Details</b> 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 <b>OK</b> .

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:

<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>Student Name</b>	<p>Begin typing the student's name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> <p>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.</p>

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

<b>Severity</b>	Indicate the severity of the offense. For example, select High if the nature of the offense is very severe.
<b>Offense Description</b>	(Required) Select the offense code describing the offense. <b>NOTE:</b> Only offense codes allowed by the district are listed.
<b>Referrer Comments</b>	<p>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.</p> <p>These comments will be read by the administrator who reviews the discipline referral.</p> <p>See <a href="#">Notes on Special Characters</a> and <a href="#">Copy/Paste From Other Documents</a>.</p>
<b>Date of Incident</b>	The current date is displayed by default. Type another date in the MMDDYYYY format, or click  to <a href="#">select a date from the calendar</a> .

<b>Time of Incident</b>	The current (i.e., system) time is displayed by default. You can type another time in the <i>HH:MM:SSA</i> format, where <i>HH</i> is the hour, <i>MM</i> is the minutes, <i>SS</i> is the seconds, and <i>A</i> is a.m. or p.m.
<b>Sent to Office</b>	Select if the student(s) were sent to the office because of the incident.
<b>Teacher's Course Section</b>	Select a course-section if the incident occurred during class.
<b>Incident Location</b>	(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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