Quick Reference - Entering a Discipline Referral

SKYWARD®
ALACHUA COUNTY PUBLIC SCHOOLS

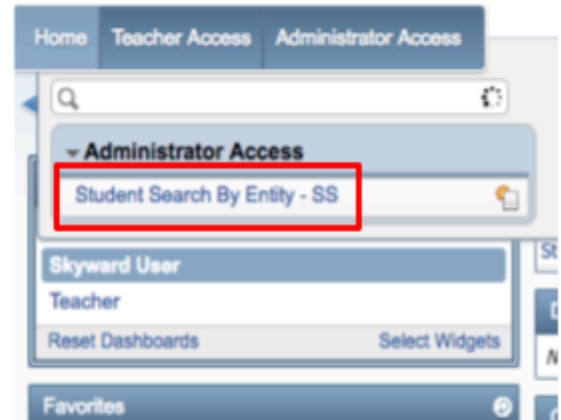| FOR A STUDENT ENROLLED IN YOUR CLASS	FOR A STUDENT NOT ENROLLED IN YOUR CLASS
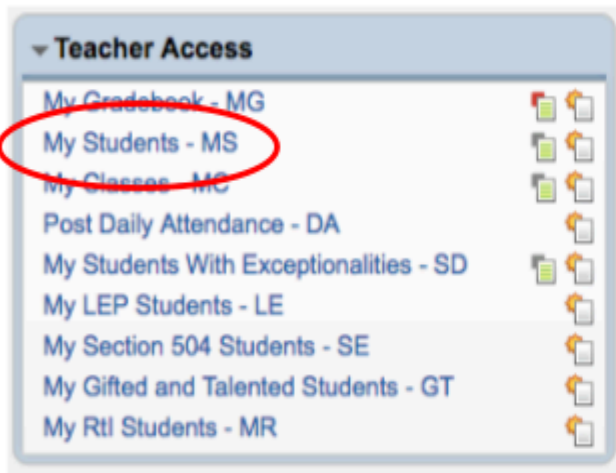
Select **Teacher Access** > **My Students**.
Select the student from your **My Students** List.
Click on the **Discipline** link.

Select **Administrator Access** > **Student Search by Entity**
Search for student by last name > highlight the student's name > select **View Student Information** button.

Click the **Add** button.

ALEX   Grade: **03**   Add

Complete the Discipline Referral Form.

School Defaults to your school
Offense Select from drop-down menu
Location Select location from the drop-down menu
Bus (Optional Field) Add only if applicable
Motivation Select best option from the drop-down
Prior Action Select from list, if applicable
Date defaults to current date - change if necessary
Time defaults to current time - change if necessary
Parent Notified - Select only if you notified the parents for this offense
Comment - Enter specific details of the referral, this will become part of the referral

Save once all fields are complete.

The Referral has not been added to the list in the Discipline tab. You can select **Edit** (the pencil icon) to modify the details or **Delete** (x) to remove the Referral. Once the Discipline Office has changed the Referral to an Offense, you will no longer be able to Edit or Delete this record.