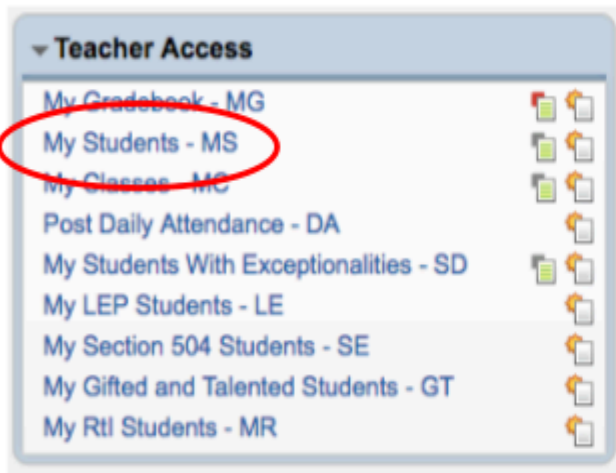
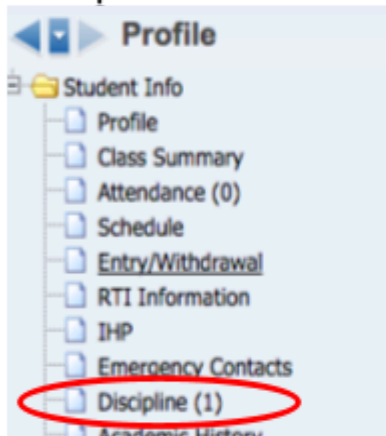


Quick Reference - Entering a Discipline Referral

FOR A STUDENT ENROLLED IN YOUR CLASS



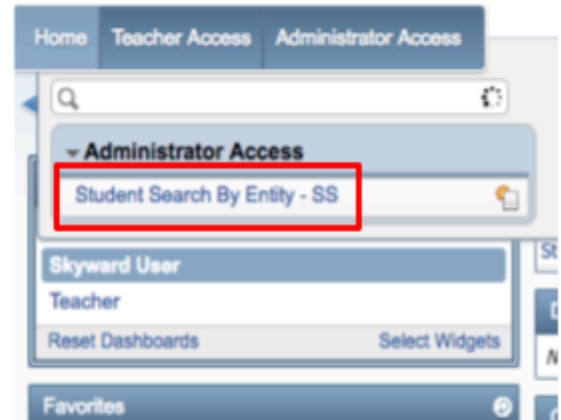
Select **Teacher Access > My Students**.
Select the student from your **My Students** List.
Click on the **Discipline** link.



Click the **Add** button.

ALEX	Grade: 03	Add
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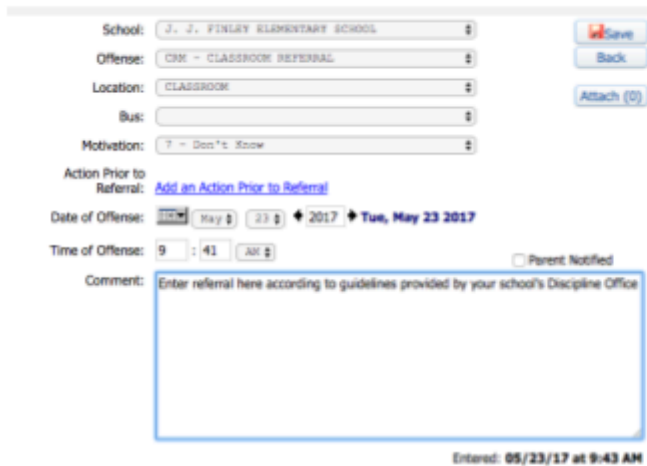
FOR A STUDENT NOT ENROLLED IN YOUR CLASS



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



Complete the Discipline Referral Form.



The screenshot shows a web-based form for entering a discipline referral. The form includes the following fields and options:

- School:** J. J. FINLEY ELEMENTARY SCHOOL (dropdown menu)
- Offense:** CRM - CLASSROOM REFERRAL (dropdown menu)
- Location:** CLASSROOM (dropdown menu)
- Bus:** (empty dropdown menu)
- Motivation:** I - Don't Know (dropdown menu)
- Action Prior to Referral:** Add an Action Prior to Referral (link)
- Date of Offense:** May 23, 2017 (date picker)
- Time of Offense:** 9:41 AM (time picker)
- Parent Notified:** ☐ (checkbox)
- Comment:** Enter referral here according to guidelines provided by your school's Discipline Office (text area)

Buttons: Save, Back, Attach (0)

Entered: 05/23/17 at 9:43 AM

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.