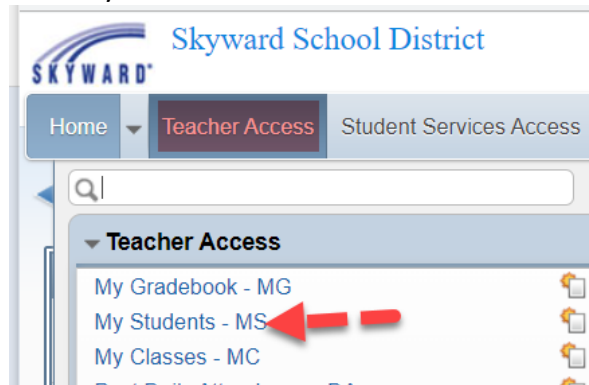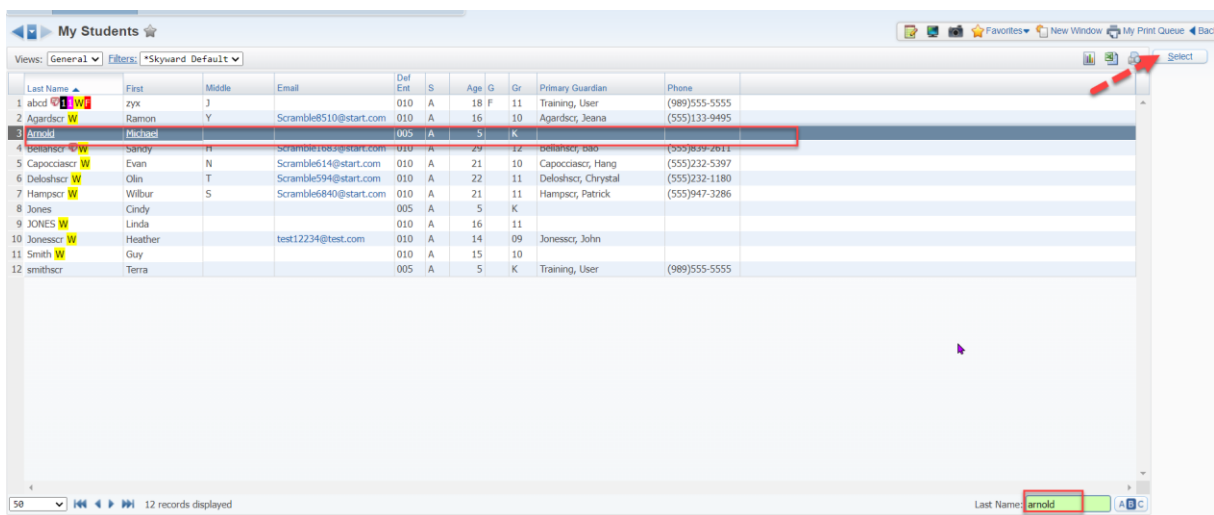# Enter Discipline and/or Classroom referral – Teacher Access

This document will explain how a teacher can enter a discipline record or classroom referral for a student.

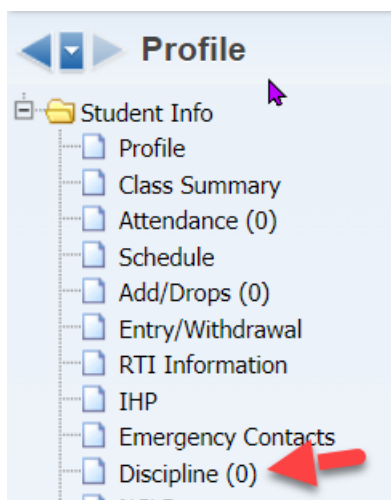1. Navigate to Teacher Access -> My Students

2. Find the student in the list. You can use the search on the bottom left to search by last name.

3. Highlight the student's name and click "Select" on the top right of your screen:

4. Select the Discipline tab on the left of your screen:

5. Once in the Discipline Info Screen, click Add:

6. Enter the following information
   a. School (required)
   b. Offense* (required)
   c. Location* (not required but useful for reporting purposes)
   d. Bus* (use as needed)
   e. Date of offense (required)
   f. Time of Offense (required)
   g. Comment (not required but helpful to keep notes of the incident)
   Offense, Location and Bus codes are district/school specific and may be different than what you see in this document.

   Note:
   - Classroom referral highlighted above indicates this discipline record was handled in the Classroom and the student will not need to be seen by a discipline officer.
   - Parent Notified highlight allows the user to indicate the Parent was notified of an incident. This is for reporting purposes only and does not send an email or notification to the parent.

7. Click Save

8. Based on configuration, you may receive a pop-up verifying if this is a classroom referral. Click Yes or No. Yes will indicate the offense/discipline was handled in the Classroom. No will indicate the student will need follow-up in the office.

Classroom Referral

Is this a Classroom Referral?

Yes - The Classroom Referral flag will be checked.

No - The Classroom Referral flag will not be checked.

Yes		No

9. Once the Discipline record is saved you will see it listed in the Discipline Info Screen for that student. You can click the pencil to edit the discipline record or the X to delete the record.

Arnold, Michael ⌄   Grade: **K**   Add

View Notes | Only Show Current Year Offenses

Offense	Location	Officer	Parent Notified
08/31/23 Cheating	Location (100H)	Referred by: User Training 08/31/23	No Details...

Total Referrals: **1**