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



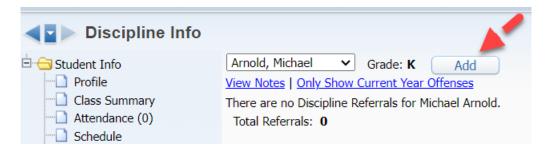
- 2. Find the student in the list. You can use the search on the bottom left to search by last name.
- 3. Highlight the student's name and click "Select" on the top right of your screen:

zyx J Ol0 A 18 F 11 Training, User (989)555-5555 Ramon Y Scramble8510@start.com 010 A 16 10 Apartico. (555)133-9495 Mittord 005 A 55 K Image: Complex Start.com	Cli Will zyx J Mathematical Mathamatical Mathmatical Mathamatical Mathematical Mathamat	ast Name 🔺	First	Middle	Email	Def Ent	9	Age G	Gr	Primary Guardian	Phone		-
Ramon Y ScrambletS10@start.com 010 A 16 10 Agardsc, Jeana (555)133-9495 Sarroy n ScrambletB0:sgstart.com 010 A 20 IA 050 IA 050 IA 000 IA 10 Agardsc, Jeana (555)133-9495 Sarroy n ScrambletB0:sgstart.com 010 A 20 IA 050 (555)237-011 Evan N ScrambletB0:sgstart.com 010 A 21 10 Capacciaser, Hang (555)232-5397 Olin T ScrambletB0:sgstart.com 010 A 22 11 Deloniser, Chrystal (555)232-180 Wilbur S ScrambletB0:sgstart.com 010 A 21 11 Deloniser, Chrystal (555)947-3286 Cindy 010 A 16 11 Heather test12234@test.com 010 A 15 10 Heather test12234@test.com 010 A 15 0 Inesscr	andsor Y SorambledS10@start.com 010 A 16 10 Agardsc, Jeana (555)133-9495 startor Y SorambledS10@start.com V01 A 16 10 Agardsc, Jeana (555)133-9495 startor Y SorambledS0gstart.com V01 A 24 V1 SorambledS0gstart.com V01 A 24 V1 SorambledS0gstart.com V01 A 24 V1 Paleskort.fryttart (555)232-537 SorambleS40@start.com V01 A 21 V1 Hangscr, Patrick (555)247-3286 V1				Langer								-
Bidicade ODS A Si K M Swarp N Scrambleds14@start.com 010 A 21 100 Capacciasc, Hang (555)222.5397 Olin T Scrambled514@start.com 010 A 22 11 Delonkrsc, Chrystal (555)232.5397 Olin T Scramble54@gstart.com 010 A 22 11 Delonkrsc, Chrystal (555)232-3180 Wilkur S Scramble54@gstart.com 010 A 22 11 Hangscr, Patrick (555)247-3286 Cindy 005 A 5 K Linda 010 A 11 Hangscr, Patrick (555)347-3286 Linda 010 A 15 10 Insect, John Insect, John Heather test12234@stsc.com 010 A 15 10	Volt Model Image: Curry N Scamble (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)	Agardscr W		Y	Scramble8510@start.com								
Savery N Scramble (stys) start.com UU in Zav in Cabinator, noo (ccc) (ccc) </th <th>Bandy M Strandhier Russignstructure U A A V IZ Belafacty (abs) (359):22:11 pocciascr W Evan N Scrandhief Russignstructure 010 A 21 10 Capacciascr, Hang (55):22:2:3397 John T Scrandhief Russignstructure 010 A 22 11 Debalance, Chrystal (55):22:2:180 mpor W Wilbur S Scrandhief SHQ Bistart.com 010 A 22 11 Debalance, Chrystal (55):22:2:180 mpor W Wilbur S Scrandhief SHQ Bistart.com 010 A 21 11 Hampser, Patrick (55):247-1286 views Cindy S Scrandhief SHQ Bistart.com 010 A 16 11 Hampser, Patrick (55):947-3286 views Linda Linda<th>Arnold</th><th></th><th></th><th></th><th></th><th></th><th></th><th>_</th><th></th><th>(111)11111</th><th></th><th></th></th>	Bandy M Strandhier Russignstructure U A A V IZ Belafacty (abs) (359):22:11 pocciascr W Evan N Scrandhief Russignstructure 010 A 21 10 Capacciascr, Hang (55):22:2:3397 John T Scrandhief Russignstructure 010 A 22 11 Debalance, Chrystal (55):22:2:180 mpor W Wilbur S Scrandhief SHQ Bistart.com 010 A 22 11 Debalance, Chrystal (55):22:2:180 mpor W Wilbur S Scrandhief SHQ Bistart.com 010 A 21 11 Hampser, Patrick (55):247-1286 views Cindy S Scrandhief SHQ Bistart.com 010 A 16 11 Hampser, Patrick (55):947-3286 views Linda Linda <th>Arnold</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>_</th> <th></th> <th>(111)11111</th> <th></th> <th></th>	Arnold							_		(111)11111		
Olin T ScrambleS94@start.com 010 A 22 11 Delonksor, Chrystal (555)222-1180 Wilbur S Scramble6840@start.com 010 A 21 111 Hampsor, Patrick (555)232-1180 Cindy 005 A 5 K (555)47-3286 Linda 010 A 16 11 Heather test12234@stest.com 010 A 15 11 Giy test12234@stest.com 010 A 15 10	Mathematic Okin T Spamble/994@start.com 010 A 22 11 Delositor, Chrystal (555)222-1180 mpor W WBur S Scamble/894@start.com 010 A 21 11 Hampor, Patrick (555)232-1180 ses Curdy O A 21 11 Hampor, Patrick (555)247-3286 MES Unda O O A 16 11 Onescr, Zohn Onescr, Zohn MES Heather test12234@test.com 010 A 15 0 Onescr, Zohn Inda Inda <td>Bellanscr 🕬 🗰</td> <td></td> <td></td> <td>Scramble1683@start.com</td> <td></td> <td></td> <td>29</td> <td>12</td> <td>belianscr, bao</td> <td>(555)839-2611</td> <td></td> <td></td>	Bellanscr 🕬 🗰			Scramble1683@start.com			29	12	belianscr, bao	(555)839-2611		
Wbur S Scramble6840getart.com 010 A 21 11 Hampscc, Patrick (555)947-3286 Gindy 005 A 5 K K S K Linda 010 A 16 11 Hampscc, Patrick (555)947-3286 Heather test12234@itssi.com 010 A 16 11 Guy 010 A 15 10 Image: Comparison of the test of the test of tes	Wilbur S Scamble8840@stat.com 010 A 21 11 Hampscr, Patrick (555)947-3286 Ves Cindy Image One A 21 Image Strip	Capocciascr <mark>W</mark>	Evan	N	Scramble614@start.com	010	Α	21	10	Capocciascr, Hang	(555)232-5397		
Cindy 005 A S K Linda 010 A 16 11 Heather test12234@test.com 010 A 14 09 Jonessor, John Guy 010 A 15 10 Interpretention Interpretention	Net Oindy Oin A S K NetS M Linda 010 A 16 11 NetS M Heather test12234@test.com 010 A 15 10 eth M Guy 010 A 15 10 eth M Guy 010 A 5 K Taning, User	Deloshscr <mark>W</mark>	Olin	Т	Scramble594@start.com	010	Α	22	11	Deloshscr, Chrystal	(555)232-1180		
Linda 010 A 16 11 Heather test12234@itest.com 010 A 15 09 Jonessor, John Guy 010 A 15 10	MES W Linda Mathem 010 A 16 11 sessor W Heathem test12234@test.com 010 A 14 09 Jonessor, John MB Goy 010 A 15 10 A 15 10 thscr Terra 005 A 5 K Training, User (989)555-5555	Hampscr W	Wilbur	S	Scramble6840@start.com			21	11	Hampscr, Patrick	(555)947-3286		
Heather test12234@test.com 010 A 14 09 Jonesscr, John Guy 010 A 15 10	Measter Heaster test12234@test.com 010 A 14 09 Jonessor, John ath W Guy 010 A 15 10 athsor Terra 005 A 5 K Training, User (989)555-5555	lones	Cindy			005	А	5	К				
Guy 010 A 15 10	M Goy 010 A 15 10 athscr Terra 005 A 5 K Training, User (989)555-5555	IONES W	Linda			010	Α	16	11				
	ethscr Terra 005 A 5 K Training, User (989)555-5555	lonesscr W	Heather		test12234@test.com	010	A	14	09	Jonesscr, John			
Terra 005 A 5 K Training, User (989)555-5555		5mith <mark>W</mark>	Guy						10				
	۰. ۱	smithscr	Terra			005	Α	5	K	Training, User	(989)555-5555		
• • • • • • • • • • • • • • • • • • •		mithscr	Terra			005	A	5	К	Training, User	(989)555-5555	k	

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

■ Profile					
🖻 😑 Student Info					
Profile					
Class Summary					
Attendance (0)					
- Schedule					
Add/Drops (0)					
RTI Information					
🗋 IHP					
- Emergency Contacts					
-Discipline (0)					

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.

Michael Arno	ld	Grade: K
a School:	School (005)	Save
b Offense:	Ch - Cheating 🗸	Back
c Location:	Location (100H)	Attach (0)
d Bus:		(material)
	Classroom Referral	
Date of Offense:	Aug 🗸 31 🗸 42023 Thu, Aug 31 2023	
Time of Offense:	1 : 52 FM 🗸	Parent Notified
g Comment:	Student access notes while taking a test. This was prohibi	
•		
		lo

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.

	✓ <u>w Current Year Offenses</u>	Grade: K	Add
Offense	Location	Officer	Parent Notified
08/31/23 Cheating	Location (100H)	Referred by: User Training 08/31/23	No <u>Details</u>

Total Referrals: 1