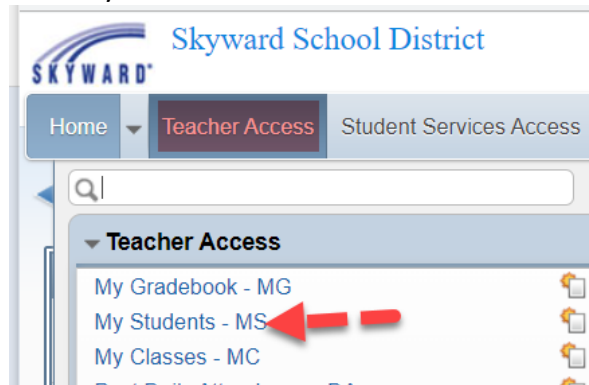


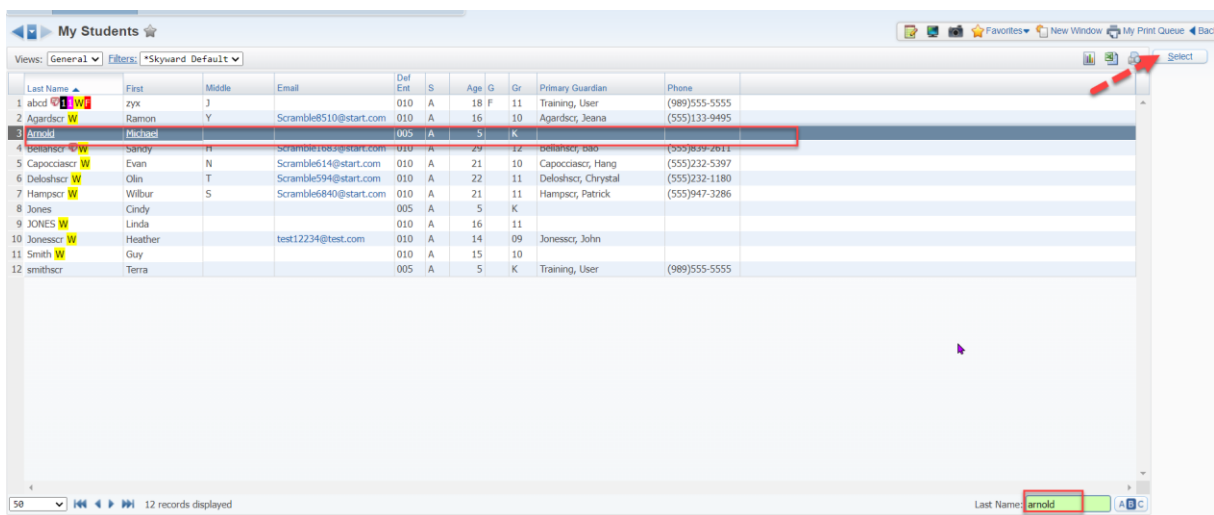
## Enter Discipline and/or Classroom referral – Teacher Access

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



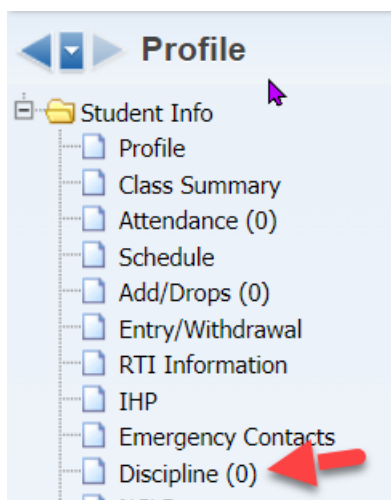
2. Find the student in the list. You can use the search on the bottom left to search by last name.
3. Highlight the student's name and click "Select" on the top right of your screen:



The screenshot shows a 'My Students' list with columns: Last Name, First, Middle, Email, Def Ent, S, Age, G, Gr, Primary Guardian, and Phone. The student 'Arnold, Sandy' is highlighted in blue. A red box highlights the 'Select' button in the top right corner. A search bar at the bottom right contains the text 'arnold'.

	Last Name	First	Middle	Email	Def Ent	S	Age	G	Gr	Primary Guardian	Phone
1	abcd	zyx	J		010	A	18	F	11	Training, User	(989)555-5555
2	Agardscr	Ramon	Y	Scramble8510@start.com	010	A	16		10	Agardscr, Jeana	(555)133-9495
3	Arnold	Sandy		Scramble150@start.com	005	A	5		K		
4	Capocciascr	Evan	N	Scramble14@start.com	010	A	21		10	Capocciascr, Hang	(555)232-5397
5	Deloshascr	Olin	T	Scramble594@start.com	010	A	22		11	Deloshascr, Chrystal	(555)232-1180
6	Hampscr	Wilbur	S	Scramble6840@start.com	010	A	21		11	Hampscr, Patrick	(555)947-3286
7	Jones	Cindy			005	A	5		K		
8	JONES	Linda			010	A	16		11		
9	Jonesscr	Heather		test12234@test.com	010	A	14		09	Jonesscr, John	
10	Smith	Guy			010	A	15		10		
11	smithscr	Terra			005	A	5		K	Training, User	(989)555-5555
12											

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



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

Discipline Info

Student Info

- Profile
- Class Summary
- Attendance (0)
- Schedule

Arnold, Michael Grade: K Add

[View Notes](#) | [Only Show Current Year Offenses](#)

There are no Discipline Referrals for Michael Arnold.  
Total Referrals: 0

6. Enter the following information

- School (required)
- Offense\* (required)
- Location\* (not required but useful for reporting purposes)
- Bus\* (use as needed)
- Date of offense (required)
- Time of Offense (required)
- 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 Arnold Grade: K

a School: School (005)

b Offense: Ch - Cheating

c Location: Location (100H)

d Bus:

Save Back Attach (0)

Classroom Referral

e Date of Offense: Aug 31 2023 Thu, Aug 31 2023

f Time of Offense: 1 : 52 PM

Parent Notified

g Comment: Student access notes while taking a test. This was prohibited.

Entered: 08/31/23 at 1:52 PM

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.

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**

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
<b>08/31/23</b> <u>Cheating</u>	Location (100H)	<u>Referred by:</u> User Training 08/31/23	No <a href="#">Details...</a>

Total Referrals: **1**