

Idea Guide Referrals by Staff

This report groups Referrals and/or Offenses sorted by the referring staff member.

In Student Management

Click: **Office**

Click: **Discipline**

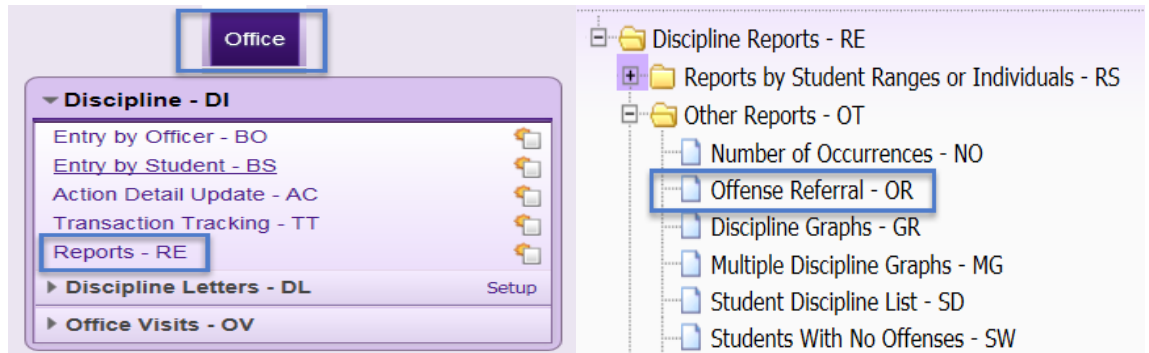
Click: **Reports**

Click: **Offense Referral**

Highlight: **Ref/Off by**

Referred Staff

Click: **Edit**

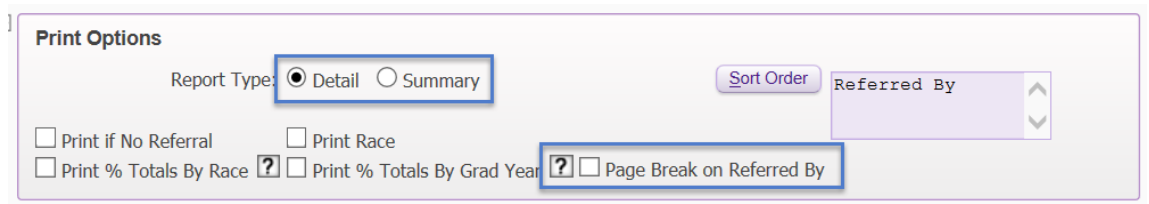


The screenshot shows the 'Office' menu with 'Discipline - DI' expanded. Under 'Discipline - DI', 'Reports - RE' is highlighted. To the right, a navigation tree shows 'Discipline Reports - RE' expanded, with 'Offense Referral - OR' highlighted.

Print Options

Report Type: **Detail**
 provides list of students
 including Offense/
 Referral or **Summary**

provides summary counts
 of referring staff



The screenshot shows the 'Print Options' dialog box. 'Report Type' is set to 'Detail'. 'Sort Order' is set to 'Referred By'. Checkboxes for 'Print if No Referral', 'Print Race', 'Print % Totals By Race', and 'Print % Totals By Grad Year' are unchecked. 'Page Break on Referred By' is checked.

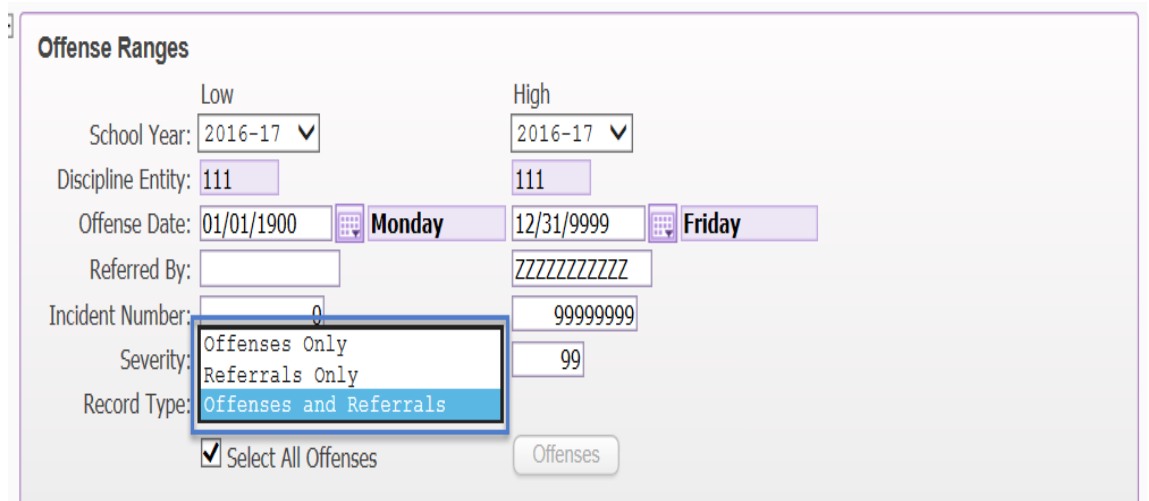
Offense Ranges

Offense Date: **Select
 date range if desired**

Record Type: **Select
 Offenses, Referrals or
 Offenses and Referrals.**

Click: **Select All Offenses**

To review specific
 Offenses uncheck **Select
 All Offenses** and Select
 only specific Offenses.

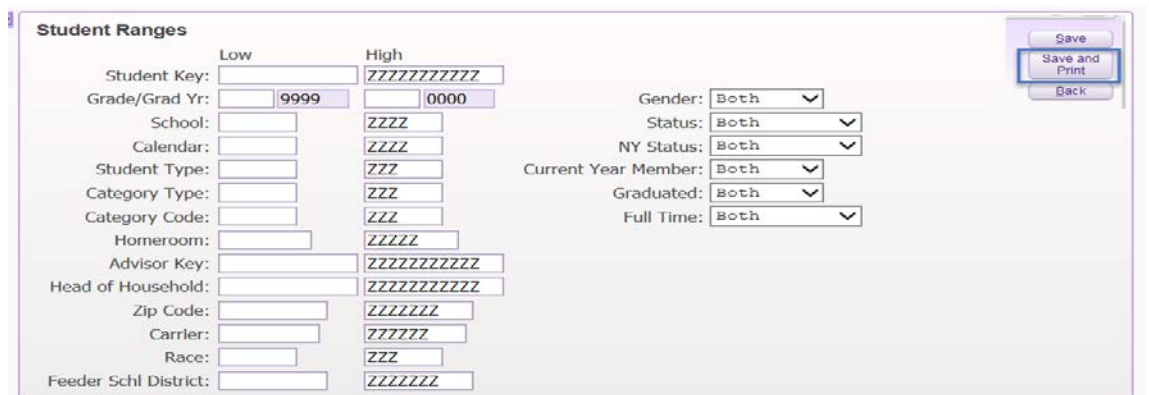


The screenshot shows the 'Offense Ranges' dialog box. 'School Year' is set to '2016-17'. 'Discipline Entity' is '111'. 'Offense Date' is from '01/01/1900' to '12/31/9999'. 'Referred By' is 'ZZZZZZZZZZ'. 'Incident Number' is from '0' to '99999999'. 'Severity' is '99'. 'Record Type' is 'Offenses and Referrals'. 'Select All Offenses' is checked.

Student Ranges

Leave as is

Click: **Save and Print**



The screenshot shows the 'Student Ranges' dialog box. 'Student Key' is 'ZZZZZZZZZZ'. 'Grade/Grad Yr' is '9999' to '0000'. 'School' is 'ZZZZ'. 'Calendar' is 'ZZZZ'. 'Student Type' is 'ZZZ'. 'Category Type' is 'ZZZ'. 'Category Code' is 'ZZZ'. 'Homerroom' is 'ZZZZZ'. 'Advisor Key' is 'ZZZZZZZZZZ'. 'Head of Household' is 'ZZZZZZZZZZ'. 'Zip Code' is 'ZZZZZZZ'. 'Carrier' is 'ZZZZZZZ'. 'Race' is 'ZZZ'. 'Feeder Schl District' is 'ZZZZZZZ'. 'Gender' is 'Both'. 'Status' is 'Both'. 'NY Status' is 'Both'. 'Current Year Member' is 'Both'. 'Graduated' is 'Both'. 'Full Time' is 'Both'. 'Save and Print' is highlighted.

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