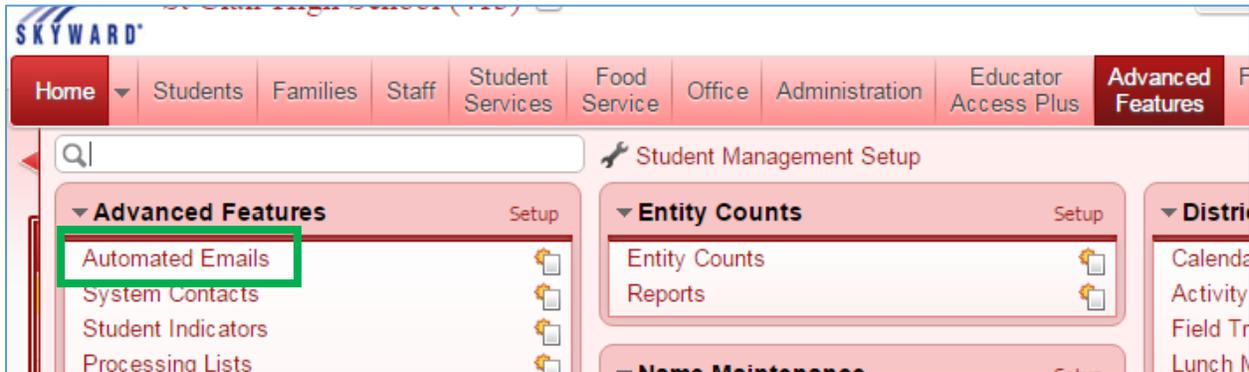


# Discipline Staff to Process Teacher Referral

This document gives instruction on how to setup Discipline Referral Automated Emails and where Discipline staff will go to find a Teacher generated referral.

## ***Part I: Setting up the Discipline Referral Automated Email***

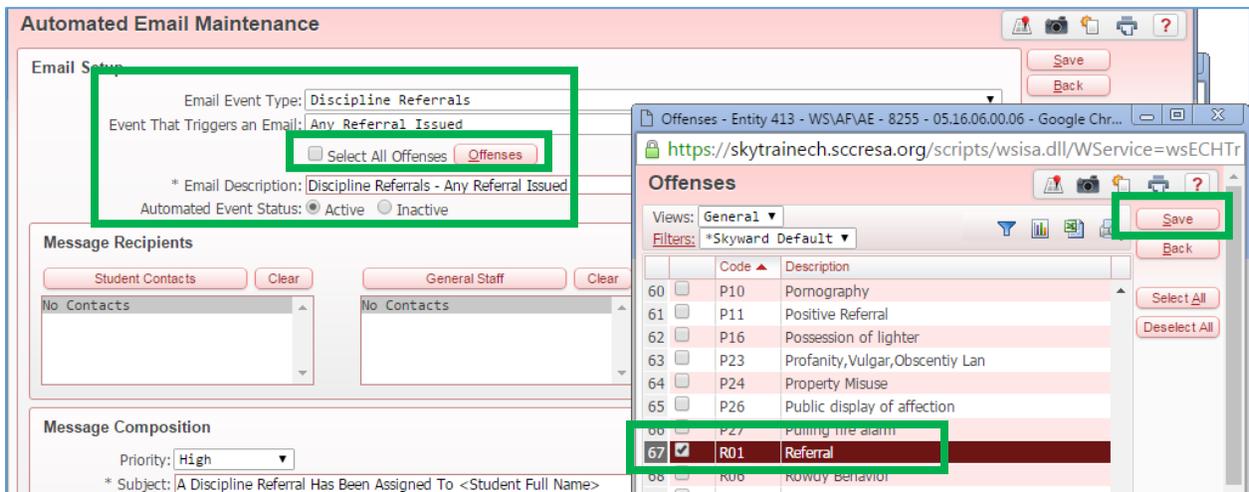
### **1. Advanced Features – Automated Emails (WS\AF\AE)**



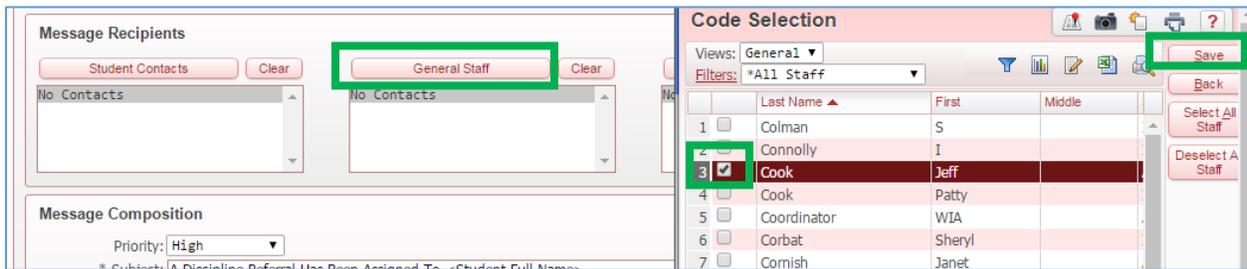
### **2. Click Add**



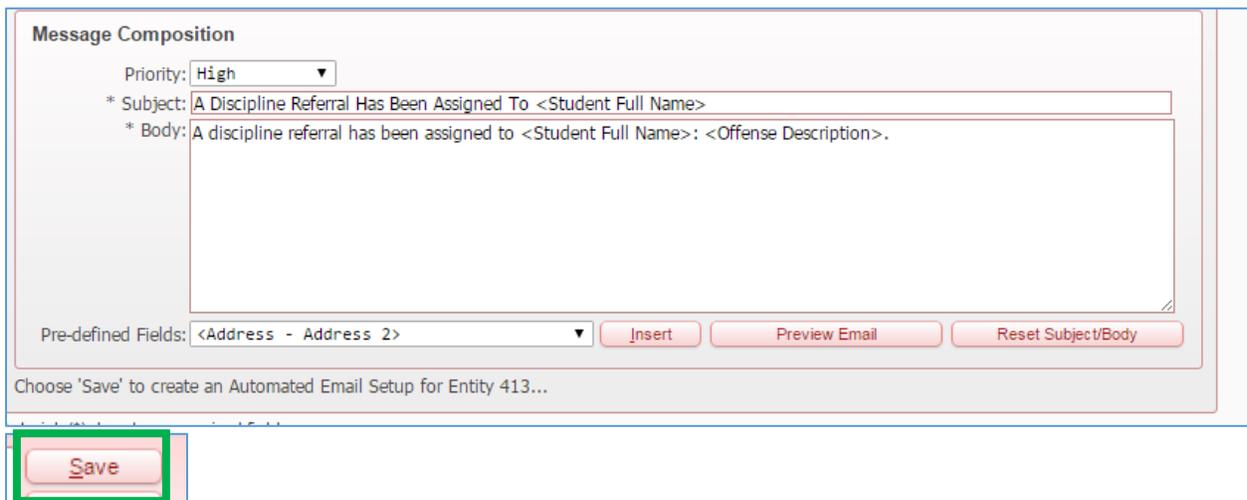
### **3. Email Setup as indicated below: Make sure to take the check mark off the Select All Offenses and only select the Referral Code then click on Save.**



4. **Message Recipients:** Click on General Staff and select the appropriate staff members who will receive the email notification then select Save.

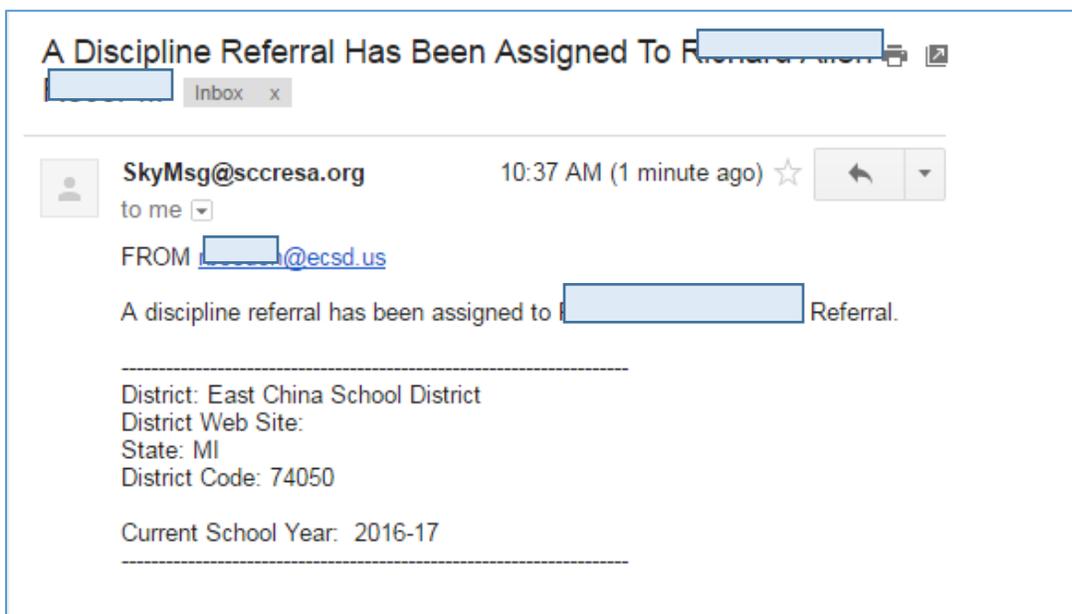


5. **Make any necessary changes to the Message and select Save**



**Part II: Finding Referral and changing to Offense**

1. **After the Teacher has entered a referral for a student you will receive an email**



2. You will look the student up in Profile **or** in Office - Discipline - Entry by Student

(Profile Example)

The screenshot shows the Skyward software interface for St Clair High School (413). The user is Donna Winger. The 'Discipline Tab' is active. The student profile shows: Grad Year (Grade): 2019 (10), DOB (Age): 12/20/2000 (15), Entity, School, Status: 413, 413, A. The 'Offenses' section is expanded, showing a table with one entry:

Year*	Ent	Date	Time	Inc Nbr	Off	Description	Off/Ref	School	Location	Bus C
▶ 2016-17	413	08/03/2016	10:14 am	3	R01	Referral	Referral	413	1	

The 'Edit' button for this offense is highlighted with a green box. Other buttons like 'Delete', 'Dis Notes (0)', 'All Notes (0)', 'Totals', and 'Susp/Exp' are also visible.

(Office – Discipline – entry by Student Example)

The screenshot shows the 'Entry by Student' screen in Skyward. The 'Views' dropdown is set to 'Student Details' and the 'Filters' dropdown is set to '\*Only Active Students'. A table lists student details, with the first row expanded to show a 'Student Details' pop-up window. The pop-up window displays the following information:

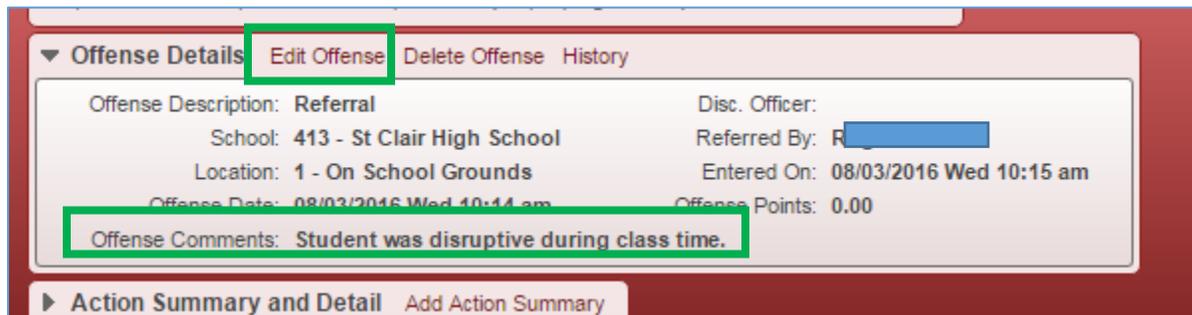
- Full Name: [Redacted]
- Age: 15
- Student Status: A - Active
- Gender: M - Male
- Grade: 10
- Other ID: [Redacted]
- Graduation Year: 2019
- Student Key: [Redacted]
- Default Entity: 413 - St Clair High School
- Primary Phone #: [Redacted]
- School: 413 - St Clair High School
- Advisor: Laura Hayes
- Birthdate: 12/20/2000
- Address: [Redacted]

Below the pop-up window, the 'Offenses' section is expanded, showing a table with one entry:

Entity	School Year	Inc Nbr	Date	Time	Offense	Offense/Referral	School	
▶ Edit	413	2016-17	3	08/03/2016	10:14 AM	R01 - Referral	R - Referral	413 - St Clair High School

The 'Edit' button for this offense is highlighted with a green box.

3. By expanding the Offense details you can see the Teacher Comments



4. Click on Edit to change the referral to an offense and process as normal.