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)

SK	YW	A R D'		8		() _							
н	ome	• •	Students	Families	Staff	Student Services	s	Food ervice	Office	Administration	Educator Access Plus	Ad Fe	Ivanced F eatures
	Q							🖌 Stu	dent Mar	nagement Setup			
ſ	-	Adv	anced Fe	atures		Setup		▼ En	tity Cou	ints	Set	up	- Distri
	7	Auton	nated Emai	ls		(Enti	ty Counts	3		6	Calenda
	1	syste	em Contacts	S		1		Rep	orts			1	Activity
	1	Stude	ent Indicator	rs		^							Field Tr
	ll F	Proce	ssing Lists			(- 11-	mo Mair	tononoo]	Lunch N

		0	Add	
2.	Click Add	1 (1000	Edit	

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.

Automated Email Maintenance	🔝 📹 🕆 ?
Email Seture Email Event Type: Discipline Referrals	Save Back
Event That Triggers an Email: Any Referral Issued	Offenses - Entity 413 - WS\AF\AE - 8255 - 05.16.06.00.06 - Google Chr (C) C - C - C - C - C - C - C - C - C - C
* Email Description: Discipline Referrals - Any Referral Issued Automated Event Status: Active Inactive	Offenses
Message Recipients	Filters: *Skyward Default ▼
Student Contacts Clear General Staff Clear	Code A Description 60 P10 Pornography
	61 P11 Positive Referral 62 P16 Possession of lighter
· · · · · · · · · · · · · · · · · · ·	63 P23 Profanity, Vulgar, Obscentiy Lan 64 P24 Property Misuse
Message Composition	65 P26 Public display of affection
Priority: High * Subject: A Discipline Referral Has Been Assigned To <student full="" name=""></student>	67 G R01 Referral

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

ſ	Message Recipients	C	ode	Selection			i (]	┓?]
	Student Contacts Clear General Staff Clear	V E	iews: ilters:	General ▼ *All Staff		⊎ 🖌	8		Save Back
	No Contacts A No Contacts A No			Last Name 🔺	First	Middle			Calast All
		:		Colman	S			*	Staff
		Γ.		Connolly	I				Deselect A
			2	Cook	Jeff				Staff
		4		Cook	Patty				
	Message Composition	1	5	Coordinator	WIA				
	Priority: High	(5	Corbat	Sheryl				
	* Cubiosti A. Dissipling Deferral Use Deep Assigned Tell «Ctudent Full Marray		7	Cornish	Janet				

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

Message Composition	
Priority: High	
* Subject: [A Discipline Referral Has Been Assigned To <student full="" name=""></student>	
* Body: A discipline referral has been assigned to <student full="" name="">: <offense description="">.</offense></student>	
Pre-defined Fields: <address -="" 2="" address=""></address>	
Choose 'Save' to create an Automated Email Setup for Entity 413	

Part II: Finding Referral and changing to Offense

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

A Di	scipline Referral Has Been Assigned To Range and the Referral Has Been Assigned To Range and the Referration of the Referration
•	SkyMsg@sccresa.org 10:37 AM (1 minute ago) ☆ to me FROM@ecsd.us A discipline referral has been assigned to [Referral.
	District: East China School District District Web Site: State: MI District Code: 74050 Current School Year: 2016-17

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

()	Profile Exa	ampie)								
SKYWARD. St Clair H	High School	(413) 💌					Donna Wininger	Account	Preferences	Exit ?
Home 👻 Students F	amilies Staff	Student Services	Food Service Office	Administration	Educator Access Plus	Advanced Features	Federal/State Reporting	Custom Reports	٩	
▲ ■ Discipline T	「ab 😭					🙂 🤷 🖻	📷 🕎 Favor	ites 🔻 怕 Ne	ew Window 🖷	My Print Que
Com Srv Hrs	Student:					Ranges Ad	d Delete	Transfe	r Pseudo)
Pers Curricul Section 31A Section 24 Early On Section 23A	Grad Year (Gr Customize Advisor: Haye	rade): <mark>2019 (</mark> s, Laura	10) DOB (Age Gende): 12/20/2000 (15) r: M NY Status	Entity, Schoo	l, Status: <mark>413, 4</mark>	13, A Def	ault: <mark>413, 4</mark>	13, A	
Single Parent Disp Homemaker	Offenses									
Title I	Views: All	Offenses ▼	Filters: * Curre	nt Year Only ▼				7 🔟	1 🖻 🖾 (Print
▼ RTI	Year*	Ent	Date	Time Inc	Nbr Off Descrip	otion	Off/Ref Sch	iool Locati	on Bus C	
Watch List Referrals Interventions	1 2016-1	./ 413	08/03/2016	10:14 am	3 KUI Kerem	al	Kerenai 41.	3 1		<u>E</u> dit Delete
▼ Discipline										Dis <u>N</u> otes
Offenses Demerit Hist										All Notes (0)
► Health										Totals Susp/Exp

(Office – Discipline – entry by Student Example)

	Entry by Stu	dent 😭						1	1 📝 🕯	💼 😭 Favorit	es 🔻 省	New Win	dov
Views:	Student Details		▼ Filters:	*Only Acti	ve Students	T				T		29	(
Las	t Name 🔺	First	Middle	S * Gr	GY DE	Schl	Hmrm	Homeroom Teach	her	Birthdate		Age G	Ot
1 🔽	R	<u></u>		A 10 2	019 413	413				12/20/200	00	15 M	25
2	Expand All Collapse	e All Modify Det	ails (displayin	g 5 of 5) Vi∉	ew Printable D	etails							
4	 Student Details 	_											
5	Full Name: I	R	,		Age: 15								
6	Student Status:	A - Active		Ge	ender: M - Male	e							
7	Graduation Vear:	10 2019		Oth	t Kev:								
8	Default Entity:	413 - St Clair High	School	Primary Pho	one #:								
9	School: 4	413 - St Clair High	School	Ac	dvisor: Laura H	layes							
10	Birthdate:	12/20/2000											
11	Address												
12	Address		·										
13	 Offenses Add Off 	fense											
14	Current Year C	Dnly											
15		Entity	School Year	Inc Nbr	Date	Time	(Offense	Offense/R	eferral Scl	lool		
16	▶ Edit Delete Hi	istory 413	2016-17	3	08/03/2016	10:14	AM F	R01 - Referral	R - Referra	al 413	- St Cla	ir High Scl	hoc

(Profile Example)

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

▼ Offense Details	Edit Offense Delete Offense Histo	pry					
Offense Descripti	on: Referral	Disc. Officer:					
Sch	ool: 413 - St Clair High School	Referred By: R					
Locati	on: 1 - On School Grounds	Entered On: 08/03/2016 Wed 10:	15 am				
Offense Dr	te: 08/03/2016 Wed 10:11 am	Offense Points: 0.00					
Offense Comments: Student was disruptive during class time.							
Action Summar	y and Detail Add Action Summary						

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