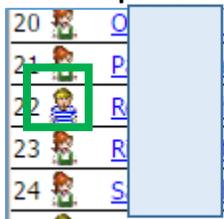


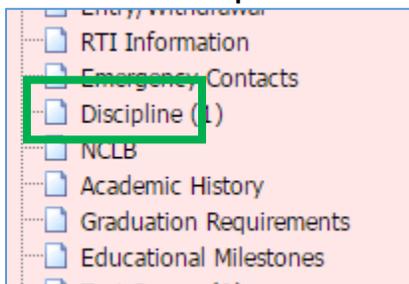
# Teacher Entry of Discipline Referral

This document gives instruction on how a Teacher will enter a discipline referral for a student.

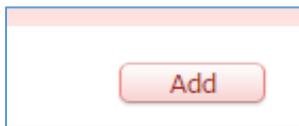
## 1. Open the appropriate Gradebook and click on the student icon



## 2. Select Discipline



## 3. Click Add



## 4. Select appropriate options and enter a comment

**New Discipline Referral**

Grade: 10

School: St Clair High School

Offense: R01 - Referral

Location: On School Grounds

Bus:

Date of Offense: Aug 03 2016 Wed, Aug 3 2016

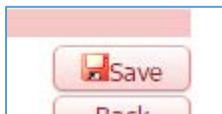
Time of Offense: 10 : 14 AM

Parent Notified

Comment: Student was disruptive during class time.

Entered: 08/03/16 at 10:14 AM

5. Click Save



You will now see there is (1) Referral

<input type="checkbox"/> Add/Drops (0) <input type="checkbox"/> Entry/Withdrawal <input type="checkbox"/> RTI Information <input checked="" type="checkbox"/> Emergency Contacts <input checked="" type="checkbox"/> Discipline (1) <input type="checkbox"/> NCLB <input type="checkbox"/> Academic History	Offense	Location	Officer	Notified
	08/03/16 Referral	On Sch Grounds	Referred on: 08/03/16	No <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Details..

Total Referrals:1 Current Year Total Points:0.00

***If you added a referral to the wrong student simply click on the X to delete the referral from the incorrect student.***

After the referral has been entered an email will be sent to the appropriate staff for your building (typically the Principal/Assistant Principal and Discipline Secretary) indicating you have entered a referral to be processed.