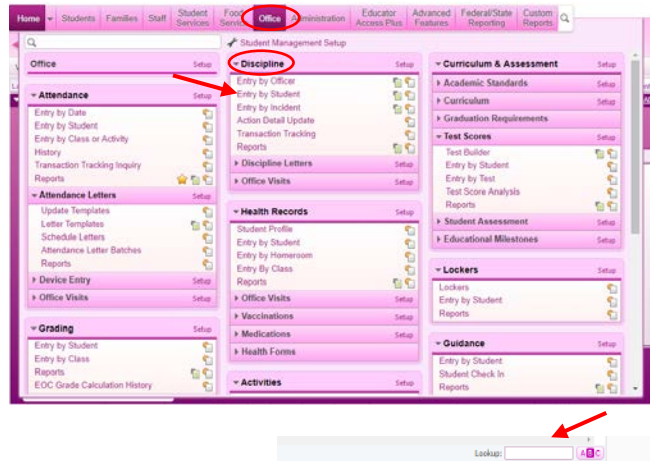




# Unified School District of Marshfield

## Add Discipline Referral-Administrator/Secretary Perspective: New discipline entry

Student Management > Office > Discipline> Entry by Student > “Lookup” Student (First 5 of last name- first 3 of first name)



Drop down arrow on left > Offenses> Add Offense

- Select Offense/Referral (Offense= Major, Referral = Minor)
- Click on \*Offense to select from complete list, or type code in box
- School should auto populate; change is necessary
- Click on location to select from complete list, or type in box (ex: Class, recess)
- Enter Offense Date
- Enter Offense Time
- Check Parent Notified box if parent was notified
- Primary incident type should autofill
- Select if it was drug, weapon, injury, or alcohol related if necessary
- Enter Disc Officer and referred by staff name
- Type Explanation of incident and comments from disciplinary referral form into comments section
- Click attach, then click choose file. Select appropriate file, click upload and save.
- Click save and add action if action was taken, if not click save.



# Unified School District of Marshfield

Add Offense - Entity 120 - WS\OF\DN\BS - 10864 - 05.18.02.00.11-11.7 - Google Chrome

Secure | https://skyward.marshfield.k12.wi.us/scripts/wsa.dll/WSservice=wsEApplus/sdiscedit005.w?vWhereFrom=sdischtp005.w&vStudentRowId=0x0000000...

### Add Offense

Student  
Student: [Redacted] Grade: 06 Student Type: R

Offense  
Offense/Referral: Offense  
Offense: [Redacted]  
School: [Redacted]  
Location: [Redacted]  
Bus: [Redacted]  
\* Offense Date: 06/05/2018 Tuesday  
Offense Time: 12:00 AM  
☐ Classroom Referral ☐ Classroom Actions  
☒ Parent Notified  
Primary Incident Type: [Redacted]  
Possible Motivation: [Redacted]  
☐ Drug Related  
☐ Weapon Related  
☐ Injury Related  
☐ Alcohol Related [?]  
Comments: [Redacted]  
Maximum characters: 5000, Remaining characters: 5000  
Predefined Comments: No Predefined Comments Exist [Insert]  
Asterisk (\*) denotes a required field

Incident: New Incident  
Incident #: 99958  
\* School Year: 2017-18  
Cost (\$): 0.00  
Student Role: [Redacted]  
Disc Officer: [Redacted]  
Time Comment: [Redacted]

Referred By  
Referred By: Staff  
Staff: [Redacted]

Save and Back  
Save and Add Action  
Back  
Victims  
Defaults  
Attach (0)

## Add Action

- Select the action that was taken by clicking on \*Action or typing in the code in known
- Select the ordered date
- Enter the return date
- Ensure the Total Time auto filled correctly
- Select the correct school (should autofill)
- Change your action to "served"
- Ensure the days served-auto filled correctly
- Make sure the follow up officer is correct
- Enter comments if needed
- click save on the right

### Action Summary

\* Action: [Redacted] Action Status: Open  
Suspension Type: None School: 502 GRANT  
\* Ordered Date: 06/05/2018 Tuesday School Year: 2017-18  
Return Date: [Redacted] Diff. Reason: [Redacted]  
Total Time: 0.00 Days Days Served: 0.00  
☐ Parent Notified Follow Up Officer: DAMRAJEF000 DAMRAU JEFF  
Authorized By: DAMRAJEF000 DAMRAU JEFF  
Comments: [Redacted]  
Maximum characters: 5000, Remaining characters: 5000  
Predefined Comments: No Predefined Comments Exist [Insert]  
☒ Create Action Detail Records From The Action Detail Default Values You Have Saved  
☐ Only Create Detail Records for School Days  
\* Detail Start Date: 06/05/2018 Tuesday Action Detail Location: [Redacted]  
\* Detail End Date: 06/05/2018 Tuesday

### Action Details

Date to Serve	Time	Status	Length (Days)	Time Served	Location	Parent Notified
No Action Detail Records Exist						

### Wisconsin Suspension/Expulsion Information

Asterisk (\*) denotes a required field