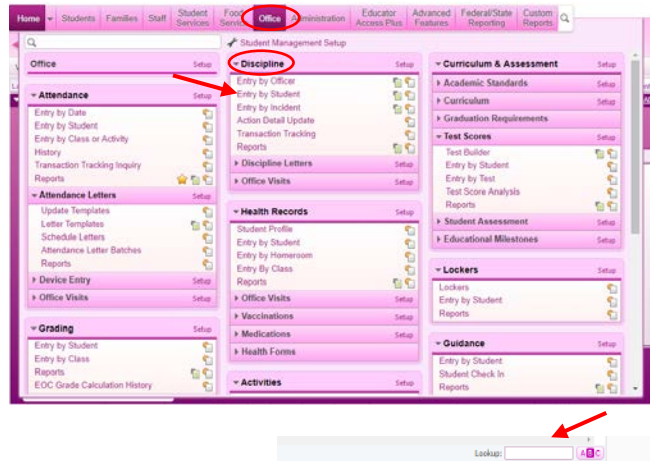# Unified School District of Marshfield

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.

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