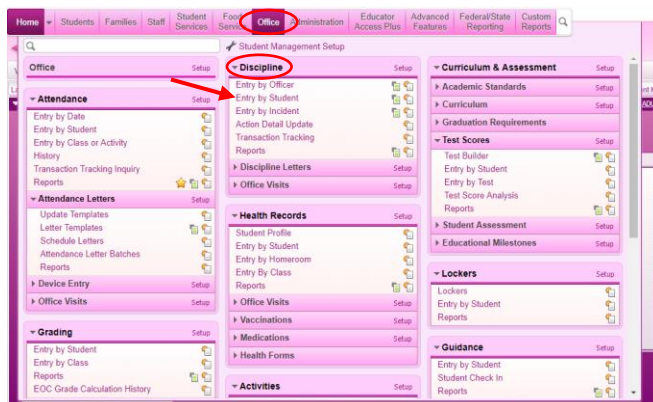




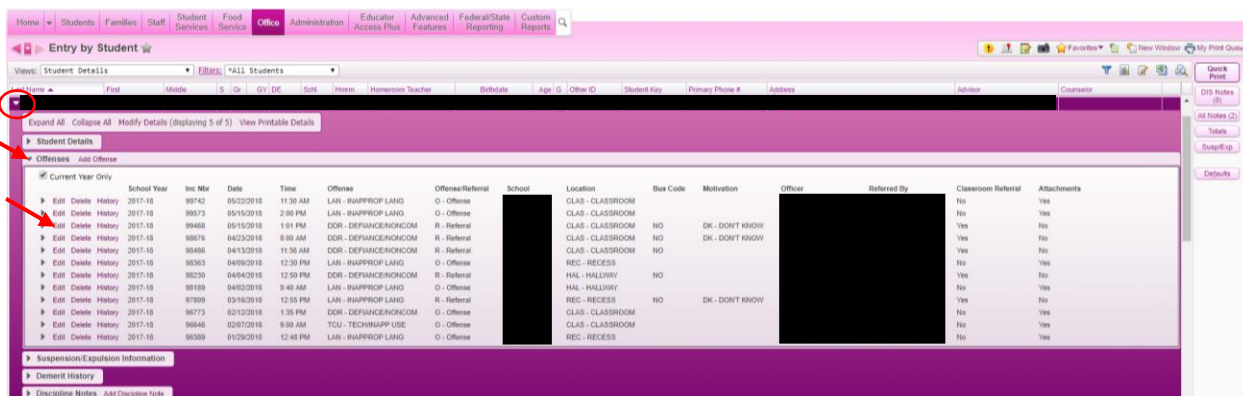
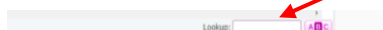
Unified School District of Marshfield

Add Discipline Referral-Administrator/Secretary Perspective: Classroom referral previously entered

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



If this was an offense entered by the teacher that needs to be followed up on, or an action/information needs to be added to it, look for the offense in the list. Once you have found the correct one click on “edit”. The information should auto populate.

Add

- Discp Officer
- Any additional comments
- change information if needed

Once that is done and if an action needs to be added click on “Save and Add Action” on the right.

Student: [Redacted] Grade: 06 Student Type: R
Offense Entered: 04/23/2018 8:27 am

Offense/Referral: Referral
Offense: DOR DEFANCE/NONCOM
School: [Redacted]
Location: CLAS CLASSROOM
Bus: NO INCIDENT DID NOT OCCUR
Offense Date: 04/23/2018 Monday
Offense Time: 08:00 AM
Classroom Referral: [X] Classroom Actions
Parent Notified: []
Primary Incident Type: Other Violation of School Rules
Possible Motivation: DK DONT KNOW
Secondary Incident Type: []
Referred By: Staff [Redacted]
Comments: Student made inappropriate comments
Maximum characters: 5000, Remaining characters: 4932
Predefined Comments: No Predefined Comments Exist



Unified School District of Marshfield

If no action needs to be taken click “save and back”

You will be prompted by this warning message because the incident is entered as a Classroom Referral “minor”

Discipline Referral

Discipline Referrals cannot have Actions associated with them.

Click 'Yes' to change to an Offense, Save, and then Add an Action.

Click 'No' to leave as a Referral, Save, and return to browse.

Click 'Cancel' to return to add/edit screen.

Yes No Cancel

If you need to add an action click “Yes” and the discipline referral will be changed from a “referral” (minor), to a Offense (major). If you do not need to add an action, click “No” and the additions will be saved as a classroom referral

Add Action:

- Select the action that was taken by clicking on *Action or typing in the code in known

Action Summary

Action: Action Status: Open

Suspension Type: None

* Ordered Date: 06/05/2018 Tuesday School Year: 2017-18

Return Date: Diff. Reason: Days Served: 0.00

Total Time: 0.00 Days

☐ Parent Notified

Follow Up Officer: Authorized By:

Comments:

Maximum characters: 5000, Remaining characters: 5000

Predefined Comments: No Predefined Comments Exist

☒ 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:

* 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

Action Codes

Views: General Filters: *Active Action Codes

Code	Short Description	Long Description	Status*	Time	Severity	Suspension Type	Secured
BEC	BEHAVIOR CONTRA	BEHAVIOR CONTRACT	Active	0 Hours	1	None	
BEH	BEHAVIOR PLAN	BEHAVIOR PLAN	Active	0 Hours	1	None	
CFC	CORRECT. FEEDBA	CORRECTIVE FEEDBACK	Active	0 Hours	1	None	
CIT	CITATION ISSUED	CITATION ISSUED	Active	0 Days	1	None	
COC	CONF. OFFICER C	COMPLIANCE OFFICER CONTACT	Active	0 Hours	1	None	
CWS	CONF. STUDENT	CONFERENCE WITH STUDENT	Active	0 Hours	1	None	
DET	DETENTION	DETENTION	Active	1 Hour	1	None	
EXP	EXPULSION	EXPULSION	Active	1 Day	1	Expulsion	
EXR	EXPULSION REF	EXPULSION REFERRAL	Active	0 Days	1	None	
FIC	FIX-IT CONVERS.	FIX-IT CONVERSATION	Active	0 Hours	1	None	
GRA	LOSS OF GRAD	LOSS OF GRAD CEREMONY PRIVILEGE	Active	0 Hours	1	None	
GUI	GUIDANCE REFERR	GUIDANCE REFERRAL	Active	0 Hours	1	None	
IAE	INT ALT ED SET	INT ALT EDUC SET SCH PERSONNEL	Active	1 Day	1	IAES	
IAS	INT ALT SET SE	IAES REMOVE- HEARING OFFICER	Active	1 Day	1	IAES	
ISH	IN SCHL SUSP HD	IN SCHOOL SUSPENSION(HALF DAY)	Active	.5 Days	1	In School	
ISS	IN SCHL SUSP FD	IN SCHOOL SUSPENSION(FULL DAY)	Active	1 Day	1	In School	
LLO	LOSS OF PRIVILE	LOSS OF PRIVILEGE	Active	0 Hours	1	None	
LZO	LEARNING ZONE	LEARNING ZONE	Active	0 Hours	1	None	
NAT	NATURAL CONSEQ	NATURAL/LOGICAL CONSEQUENCE	Active	0 Hours	1	None	
OSH	OUT-SCHOOL HALF	OUT-OF-SCHOOL SUSPENSION (HALF	Active	.5 Days	1	Out of School	

100 40 records displayed

Code:

Fill out the remaining details associated with the action and click save on the right.