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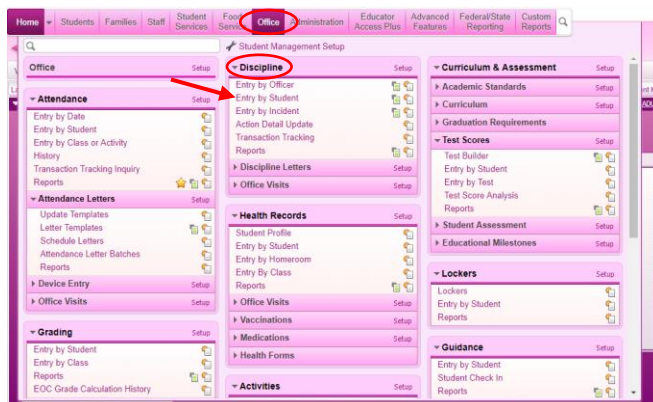
Drop down arrow on left > Offenses
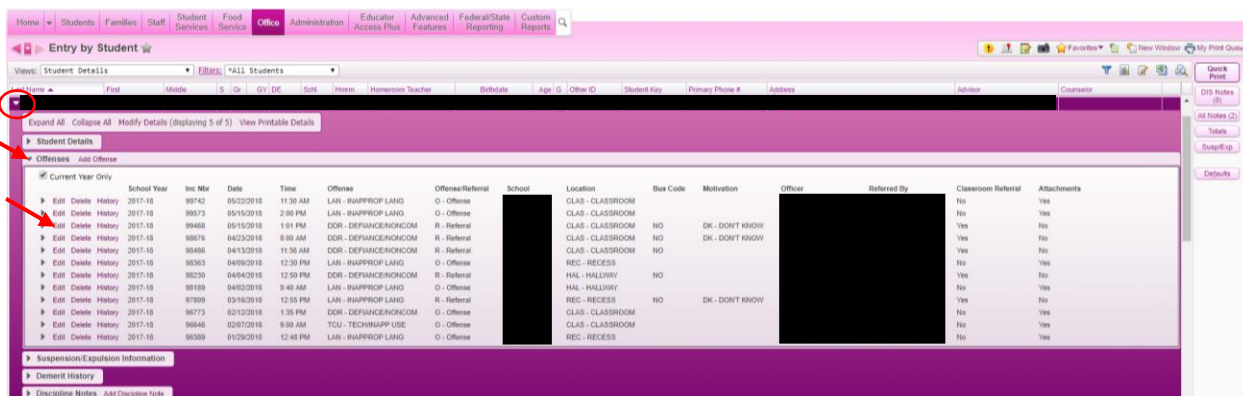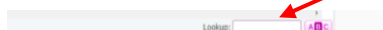
If this was an offense entered by the teacher that needs to be followed up on, or an action/information needs to be added to it, look for the offense in the list. Once you have found the correct one click on "edit". The information should auto populate.

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.

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"

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 referall

Add Action:

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

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