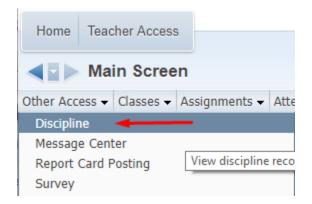


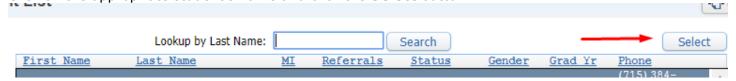
#### Add Discipline Referral-Teacher's Perspective

#### **Add Discipline Referral:**

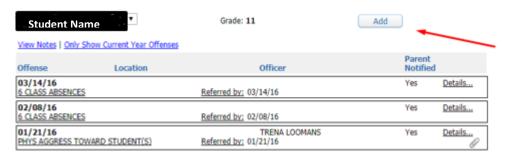
Go to EA>Teacher Access>My Gradebook and click a class. Click on the Other Access>Discipline



Click on the appropriate student's name and click the **Select** button

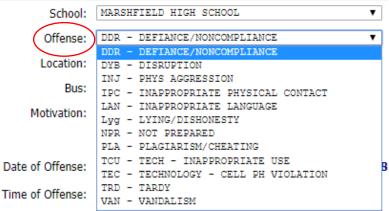


Click the **Add** button to add a Referral



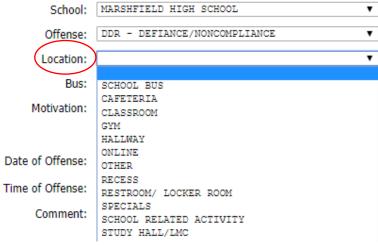
Complete the form thoroughly using this key:

- **School** Select the school where the discipline issue took place.
- Offense Select the offense for the discipline referral from the drop-down menu.

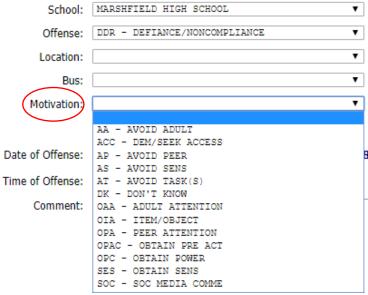


• **Location** - Choose the location where the discipline issue took place.





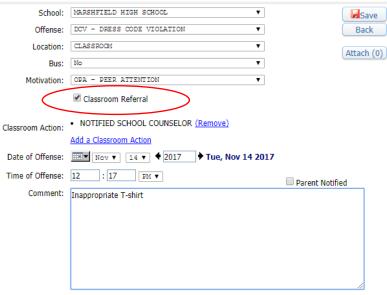
- Bus If the issue occurred on the bus, select the bus number.
- Motivation Select the appropriate Motivation from the drop-down menu



- **Classroom Referral** Check the box if this was a Classroom Referral (Minor). Keep it unchecked if it was an Office Referral (Major).
- Classroom Action If this was a Classroom Referral, click the Add a Classroom Action link and add an action from the list.

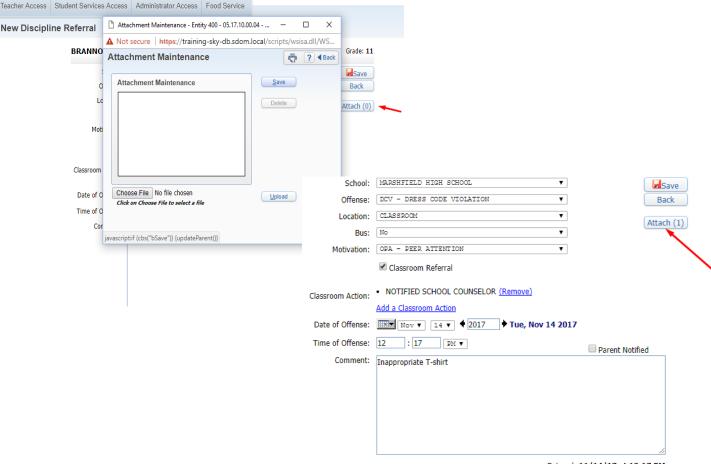


- **Date of Offense** Enter the date the discipline issue took place.
- **Time of Offense** Enter the time the discipline issue took place.
- **Comment** Enter any additional information related to the discipline referral.
- **Parent Notified** Select the check box if the parent was notified of this discipline referral.



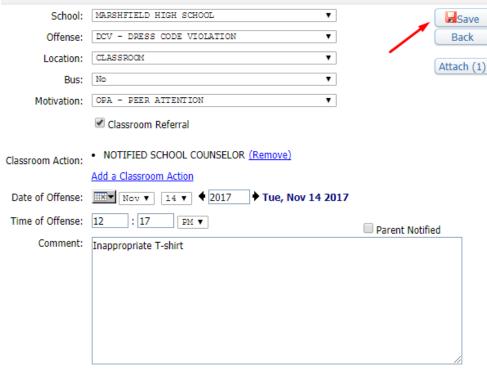
Add Attachments if desired (pictures can be added)

Entered: 11/14/17 at 12:17 PM



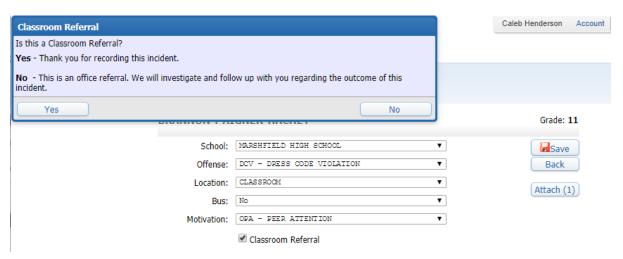
Entered: 11/14/17 at 12:17 PM





Entered: 11/14/17 at 12:17 PM

Answer the question in the Classroom Referral window indicating whether the referral is a Classroom Referral (situation was handled in the classroom) or an Office Referral (situation needs Discipline Officer to investigate).



If you determine this referral is an Office Referral (major) by clicking on the **No** button in the Classroom Referral window above, an email will be sent to the Discipline Officer notifying that person of this referral and the need for further action. Your referral has been submitted.



# Additional Information Edit Referral (icon of pencil)

You will have the ability to edit a newly created discipline referral. When you edit the referral, you can modify all fields on the referral. You will not be able to edit the referral once the discipline officer addresses the referral.

