



Referrals can also be started from the attendance roster. If so, the class and period will be included in the roster.

The **Incident Date** is the date on which the incident occurred.

The **Incident Time** is represented by hours and minutes, HH:MM. Include the colon when entering digits.

The **Incident Description** will become the default text of the resulting Profile/Discipline record if the administrator decides to make this into an actual Discipline record. The teacher's User ID and Name is included in the Referral.

The **Status** window on the right side of the screen indicates who is responsible for the current step in the referral process.

Teachers can only edit the referral when the status is "Teacher must complete." Therefore the **Select Course** button is only available when the Referral is under teacher control.

SIS: Discipline Referrals

Create a discipline referral:

1. Select **See My Referrals** from the teacher menu, and then the **New Referral** button.
2. Identify the student by typing a few letters of the last name, hitting the enter key, and then double-clicking the student's name in the list provided.
3. Answer the following prompts, and the Discipline Referral screen will appear:
 - When did this incident occur?
 - What time did this incident occur?
 - Incident description:
 - Any corrective action prior to this referral? If yes:
 - When did this corrective action take place?
 - What time did this corrective action take place?
 - Corrective Action description:

4. If you wish, check the box to indicate the desire to be present at a conference if it is suggested.
5. Enter the time of your Prep Periods or other free time.
6. Enter the period and course through the **Select Course** button and selecting the correct class from the list.
7. Select the **Send to Discipline Office** button to complete the referral.

Once this button is selected, the teacher can not edit the referral until the status is once again under teacher control. A teacher can start on a Referral and decide to send it later; the Referral is not complete until it is "sent".