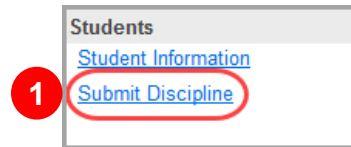


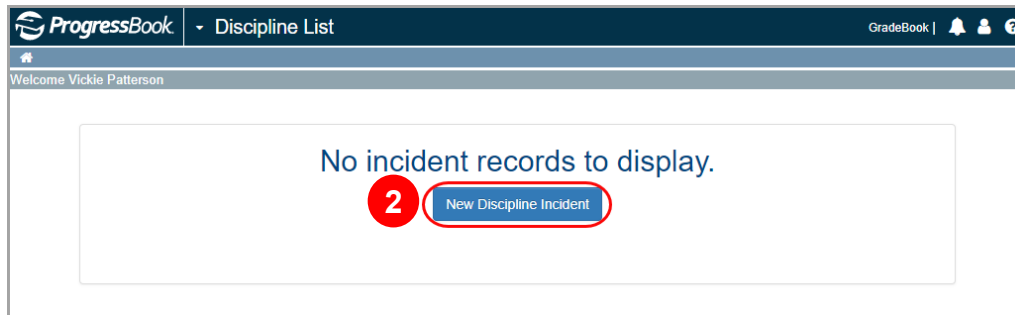


# Submitting Discipline Referrals

- 1 On the **Teacher Home Page**, below **Students**, click **Submit Discipline**.



- 2 On the **Discipline List** screen, click **New Discipline Incident**.

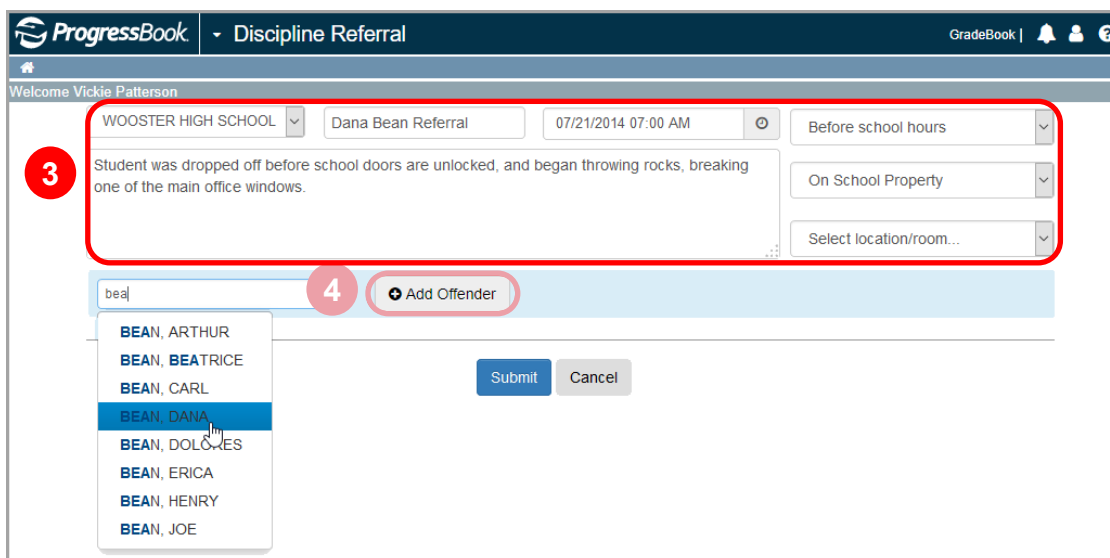


- 3 On the **Discipline Referral** screen, enter or select the following information as necessary:


- School name (if you have access to more than one school)
- Name you want to assign to the incident
- Date, time, and timeframe during which the incident occurred (defaults to the current date & time and **During school hours**)
- (Optional) Incident description (up to 1950 characters)
- (Optional) General (defaults to **On School Property**) and specific location where the incident occurred

- 4 (Optional) Add one or more offenders. In the search box, search for an offender as follows:

- In the search box, enter the first few letters of the offender's first or last name.
- In the search results that display beneath the field, select the correct offender.
- Click **Add Offender**.

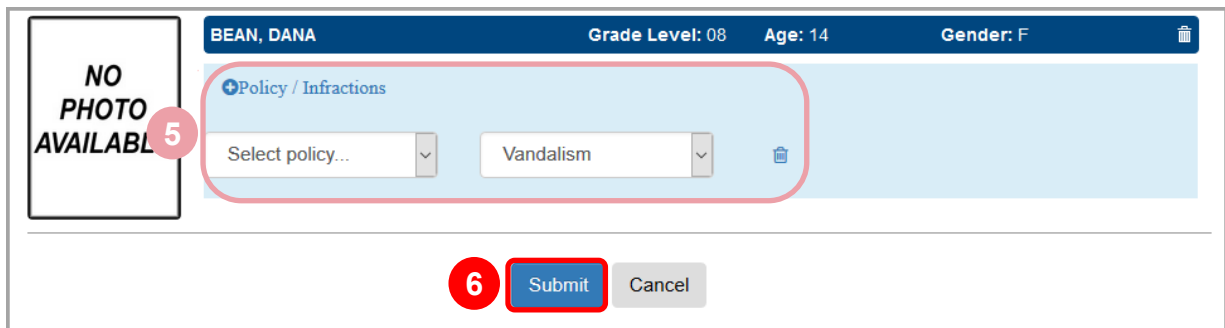


5 (Optional) To document the district policy that was violated and/or the infraction that occurred, complete the following steps:

- a In the **Policy/Infractions** section, click .
- b In the respective drop-down lists, select the appropriate policy and/or infraction.

**Note:** Be sure to complete all applicable fields before clicking **Submit**. Once you submit the incident, you cannot go back and edit it in GradeBook. It must be edited by an administrator in StudentInformation.

6 Click **Submit**.



BEAN, DANA      Grade Level: 08      Age: 14      Gender: F

NO PHOTO AVAILABLE

Policy / Infractions

Select policy...      Vandalism

Submit      Cancel

*You can also submit a discipline incident referral directly from the STUDENT PROFILE screen DISCIPLINE tab.*