How To Enter a Discipline Referral

1. Click on the Teacher Access tab in Educator Access Plus.

2. Select My Gradebook.

3. Select the gradebook that contains the student in which you need to enter a discipline referral.

4. Under the Other Access tab, select Discipline.
5. Select the student that you need to enter a referral for and click Select.

6. In the Discipline Information screen, click Add.

7. Enter the information for the following fields:

   A. School: Select the school of the incident. The default will be your campus.
   B. Officer: Select your Discipline Officer (usually a specific Assistant Principal). If you are not sure who your discipline officer is, you can leave it blank. When you select a Discipline Officer, they get the referral emailed to them once you submit it.
   C. Offense: It will be set to Teacher Referral.
   D. Location: Select where the offense occurred.
   E. Bus: Bus referrals are usually entered by the transportation department, but you can select a bus number.
   F. Date of Offense: Defaults to the current date. You can alter the date.
   G. Time of Offense: Defaults to the current time. You can alter the time.
8. Enter the information for the following fields:
   A. Comment: Give a description of the incident. Be specific and enter as much detail as you can. You may want to confer with your principals about proper phrases and etiquette.
   B. Parent Notified: Check the box if you notified the parent of the incident.

9. After you have finished entering the information, click Save.

10. This will take you back to the Discipline Information screen.

11. You can make two different modifications to the referral before the discipline officer takes action.

   Pencil: You can edit the information that you provided on the referral.

   X: You can delete the referral.
12. You can get further information by clicking on the offense.

   A new window will open.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/18/14</td>
<td>Classroom</td>
</tr>
<tr>
<td>Teacher Refera</td>
<td></td>
</tr>
<tr>
<td>11/13/13</td>
<td>Subway</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Referrals: 2</td>
<td></td>
</tr>
</tbody>
</table>

13. The information you entered, will show up here.

   Once the discipline officer takes action on the referral, his or her comments will appear in a second box under your details. It will tell you what action was taken on the referral, the date, and any additional comments.

14. Once you are finished, click Back.

   The Discipline Referral Details window will close.