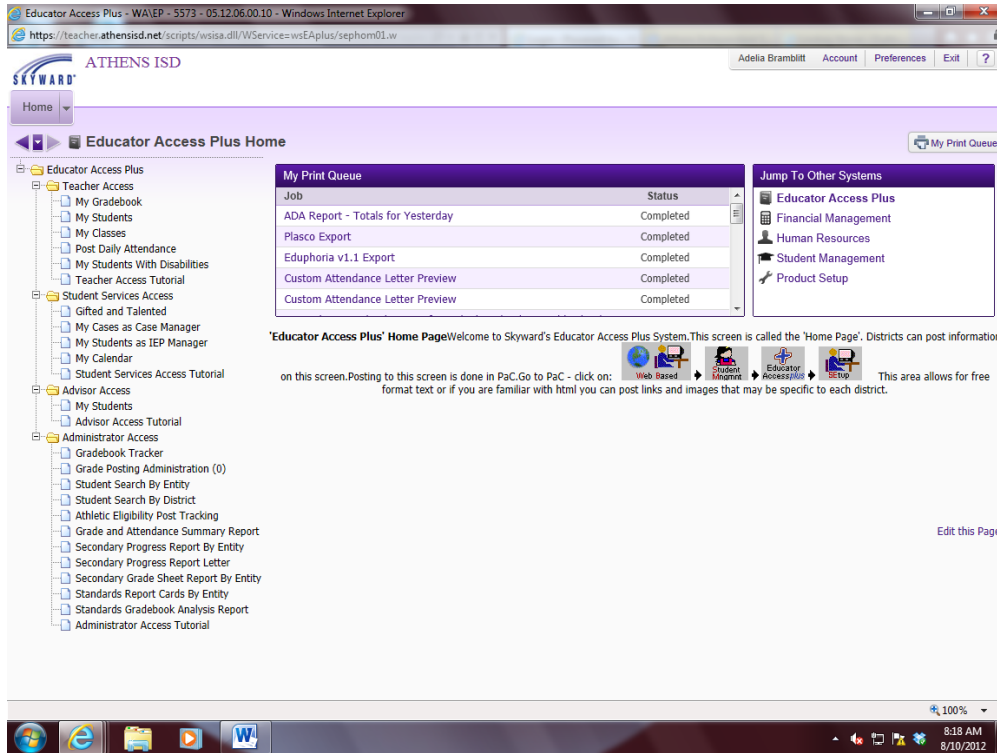
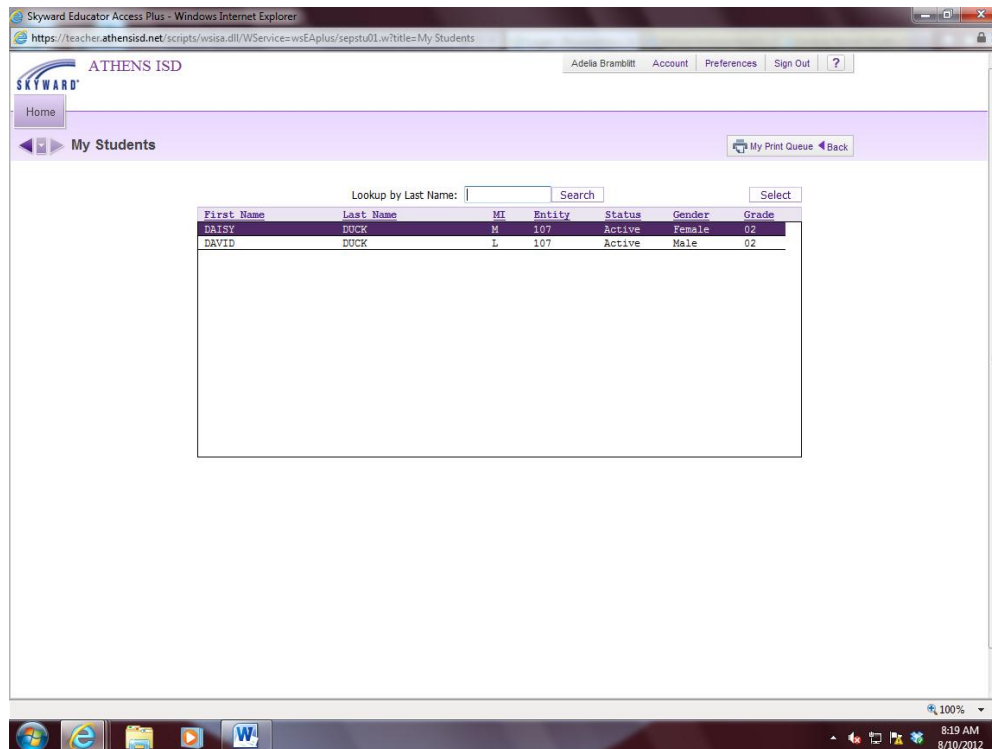


ONLINE DISCIPLINE REFERRALS – HOW TO ADD DISCIPLINE REFERRAL FROM TEACHER GRADEBOOK



Open Gradebook Click on my students.



Click on the student that you want to add discipline on. Click select.

ONLINE DISCIPLINE REFERRALS – HOW TO ADD DISCIPLINE REFERRAL FROM TEACHER GRADEBOOK

The screenshot shows the 'Profile' page for student DUCK, DAISY M. The left sidebar contains a tree view of navigation options. The 'Discipline (1)' link is highlighted with a mouse cursor. The main content area displays student information, including contact details, emergency contacts, and school information.

Student Info

DUCK, DAISY M Grade: **02** [Email Teachers](#) [Edit Login](#)

104 Hawn
ATHENS, TX 75751
 Primary Guardian: **DONALD DUCK**
(903) 555-5555
 Mailing Address:
PO BOX 185
ATHENS, TX 75751

Critical Alert Information!
 peanut allergy

Note:
 Student can not ride bus

Second Phone:
 Access Login: **daisy.duck**
 Student ID: **250198** Birthdate: **10/11/2006** Language: **ENGLISH**
 Internal ID: **29475** Age: **5** Gender: **Female**
 Status: **Active** Locker: **5** Local Race: **5 - WHITE/NOH HISP**
 Other Name: Federal Race: **5 [?]**

Third Phone:
 Home Email:
 Student Access Password: **hornet**

School Information

Entry: **107/ATHENS ANNEX** School: **ATHENS ANNEX** Advisor:
 Homeroom: Hr Teacher:
 Disc Officer:

Family ** 1**

[DONALD DUCK](#) FATHER (903) 555-5555 [abramblitt@athenssd.net](#)
[DARLA DUCK](#) MOTHER [abramblitt@athenssd.net](#)
DAVID DUCK Active Sibling Grade: **02** Entry: **107/ATHENS ANNEX**

Emergency Contacts

[DONALD DUCK](#) (903) 555-5555 [abramblitt@athenssd.net](#)
[DARLA DUCK](#) MOTHER (903) 555-5555 [abramblitt@athenssd.net](#)

Click on Discipline.

The screenshot shows the 'Discipline Info' page for student DUCK, DAISY M. The left sidebar is visible. The main content area shows a table of discipline referrals and an 'Add' button.

Discipline Info

DUCK, DAISY M Grade: **02** [Add](#)

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
08/08/12 Referral		Referred by: ADELIA BRAMBLITT 08/08/12	No Details

Total Referrals: **1**

Click add.

ONLINE DISCIPLINE REFERRALS – HOW TO ADD DISCIPLINE REFERRAL FROM TEACHER GRADEBOOK

ATHENS ANNEX
DAISY M DUCK

Adela Bramblitt Account Preferences Sign Out ?

Home

New Discipline Referral My Print Queue

DAISY MARIE DUCK Grade: **02**

School: ATHENS ANNEX Save

Offense: 00 - Referral Back

Location: Check Spelling

Bus:

Date of Offense: Aug 10 2012 Fri, Aug 10 2012

Time of Offense: 8 : 21 AM Parent Notified

Comment: Student chewing gum in class and blowing big bubbles. Very disruptive...

Entered: 08/10/12 at 8:21 AM

Click in the comment box and add description of offense. BE PROFESSIONAL. DO NOT ADD OTHER STUDENTS NAMES. After you add the offense information click save.

ATHENS ANNEX
DAISY M DUCK

Adela Bramblitt Account Preferences Sign Out ?

Home

Discipline Info My Print Queue Back

Student Info

- Profile
- Class Summary
- Attendance (0)
- Schedule
- Add/Drops (3)
- Entry/Withdrawal
- IHP
- Emergency Contacts
- Discipline (2)
- NCLB
- Academic History
- Graduation Requirements
- Educational Milestones
- Test Scores (0)
- Busing
- Recommendations (0)
- Family Access History (0)
- Activities (0)
- Custom Forms
- Family Access Display
 - Gradebook
 - Message Center
 - Calendar
- Reports
 - Information Report
 - Multi-Class Progress Report
 - Progress Report Letter

DUCK, DAISY M Grade: **02** Add

[View Notes](#) | [Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
08/10/12 Referral		Referred by: ADELIA BRAMBLITT 08/10/12	No [Pencil] [X]
Comment: Student chewing gum in class and blowing big bubbles. Very disruptive...			
08/08/12 Referral		Referred by: ADELIA BRAMBLITT 08/08/12	No [Pencil] [X]

Total Referrals: 2

After you save you will have the option to edit by clicking on the pencil or delete by clicking on the X.

An email of this offense will automatically be sent to the Assistant Principal. After the Assistant Principal sees the student and assigns a discipline consequence you will no longer be able to edit or delete the offense. You will be able to see the consequence assigned by clicking on details.