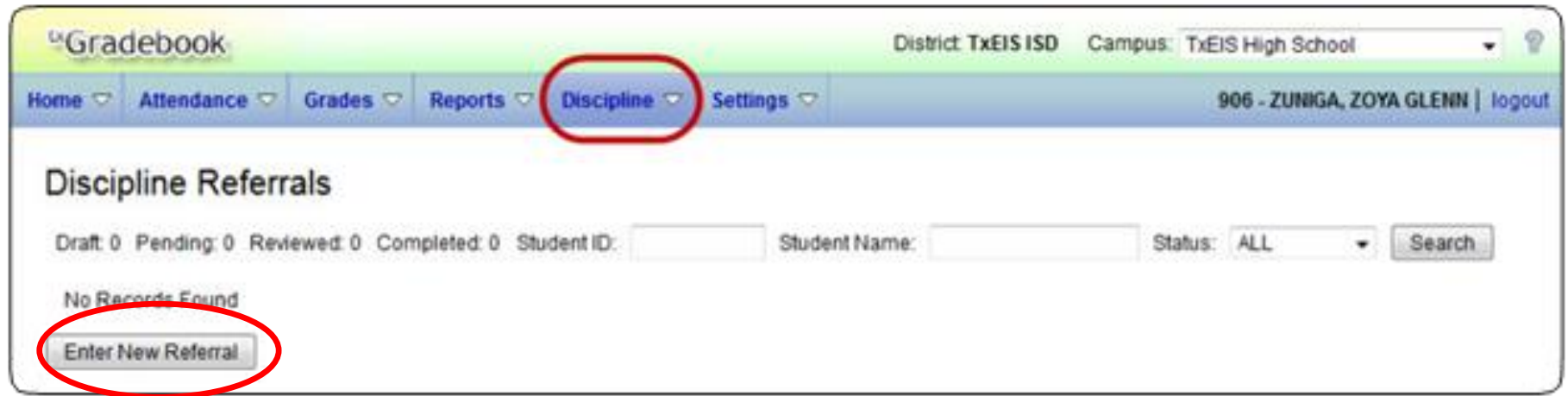


Entering Discipline Referrals for Teachers

- Creating a new referral
- Entering data about the incident
- Adding comments for the administrator
- Submitting/saving a draft
- Editing/printing/delete as needed



Open Your txGradebook



The screenshot shows the txGradebook web application. At the top, the logo 'txGradebook' is on the left, and 'District: TxEIS ISD' and 'Campus: TxEIS High School' are on the right. Below this is a navigation bar with tabs: Home, Attendance, Grades, Reports, Discipline, and Settings. The 'Discipline' tab is highlighted with a red circle. To the right of the tabs, the user's name '906 - ZUNIGA, ZOYA GLENN' and a 'logout' link are visible. Below the navigation bar, the 'Discipline Referrals' section is shown. It includes a summary of referral counts (Draft: 0, Pending: 0, Reviewed: 0, Completed: 0) and search filters for Student ID, Student Name, and Status (set to ALL). A 'Search' button is to the right. Below the search filters, it says 'No Records Found'. At the bottom left of this section, the 'Enter New Referral' button is highlighted with a red circle.

Locate the discipline tab.

Click on Enter New Referral to begin the process.

This will open up the Record Details screen to enter data for the new referral.

Note – if the only gradebook access you have is for discipline, the gradebook will open up directly into the discipline tab. So you can skip looking for the tab.

Record Details

Delete	Student ID	Student Name	Grd Lvl
X			Schedule

Add another student

Severity: Low Offense Description: --- Select ---

Referrer Comments:

2000 Characters Remaining

Date of Incident: 1/29/2015 Time of Incident: 10:27:10A Sent to Office

Teacher's Course Section: --- Select ---

Incident Location: --- Select ---

PIN: Submit Referral Save Draft Cancel

Retrieve the student involved either using the **Student ID** or **Student Name** auto suggest field.

Record Details

Delete	Student ID	Student Name
X	01289	
	012855 : CURTIS, KATE ELIZABETH	
	012870 : DEWITT, VICTORIA GRACE	
	012890 : RAY, DONOVAN PARKER	

Add another student

Severity: Low

Referrer Comments:

Record Details

Delete	Student ID	Student Name
X	013804	RANDOLPH, JEAUSEAN ELAMIN
	012890 : RAY, DONOVAN PARKER	

Add another student

Severity: Low

Referrer Comments:

If more than one student is involved, use the **Add Another Student** button to add additional students.

Record Details

Delete	Student ID	Student Name	Grd Lvl
X	012890	RAY, DONOVAN	04
X			Schedule

Add another student

To remove a student from the list, click the X button by their name.

Record Details

Delete	Student ID	Student Name	Grd Lvl
X	012890	RAY, DONOVAN	04
X	013430	MELENDEZ GONZALEZ, BENJAMIN	04

Add another student

Severity: Medium Offense Description: (0012) Use, Exhibit, or Possess Illegal knife - TEC 37.007 (a)(1)(B)

Referrer Comments:
The student had a small pocket knife in his backpack which he said he brought by accident. He showed it to other students.

1878 Characters Remaining

Date of Incident: 1/29/2015 Time of Incident: 11:19:30A ☒ Sent to Office

Teacher's Course Section: 01 LANG ARTS 1 (9011-01)

Incident Location: (HAL) Hallway

PIN:

The **Record Details** section provides fields for recording facts and notes about an incident.

- In the **Severity** field, indicate the severity of the offense. Select *High* if the nature of the offense is very severe.
- **(REQUIRED)** In the **Offense Description** field, select the PEIMS offense code describing the offense. The drop down only lists offense codes that are allowed to be displayed in txGradebook, as indicated in the student system in the district-level discipline offense codes table.
- Under **Referrer Comments**, type notes and comments related to the incident. You can type up to 2000 characters, including spaces. A character counter below the text box allows you to see the number of remaining characters available.

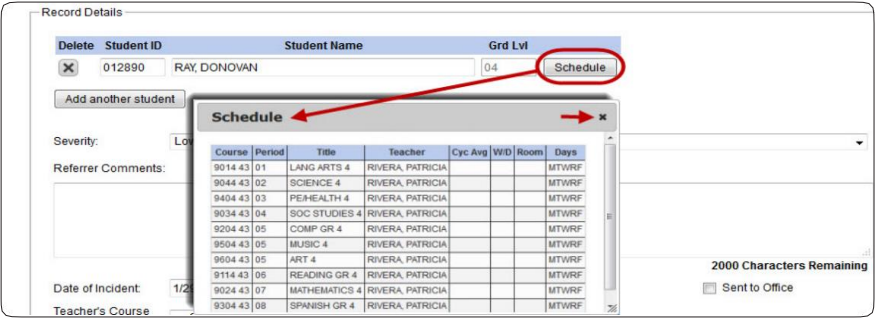
WARNING

These comments will be read by the administrator who reviews the discipline referral, and potentially by the parent/guardian of the student.

- The **Date of Incident** and **Time of Incident** fields display the current date and time by default. If necessary, simply delete what is there and enter the correct information.
- Select **Sent to Office** if the student(s) were sent to the office because of the incident.

•In the optional **Teacher’s Course Section** field, you can select a course section if the incident occurred during class.

If you need to view the student’s schedule, click **Schedule**. The student’s schedule opens in a new window



Click on the X to close the schedule.

•(Required) In the **Incident Location** field, select the location in which the incident occurred. The location codes are set in the Student system at the district level in the Discipline application.

1878 Characters Remaining

Date of Incident: 1/29/2015 Time of Incident: 11:19:30A

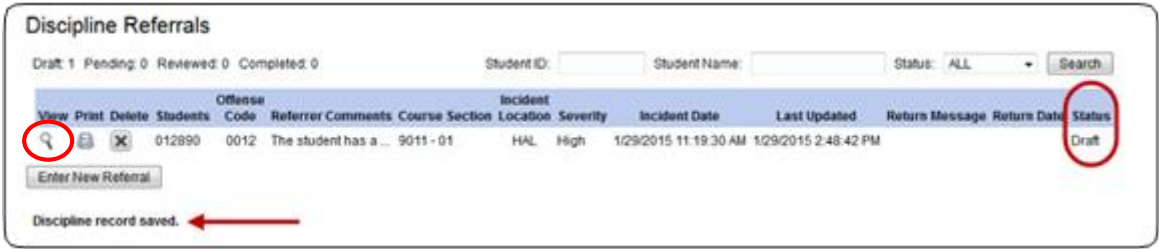
Teacher's Course Section: 01 LANG ARTS 1 (9011-01)

Incident Location: (HAL) Hallway

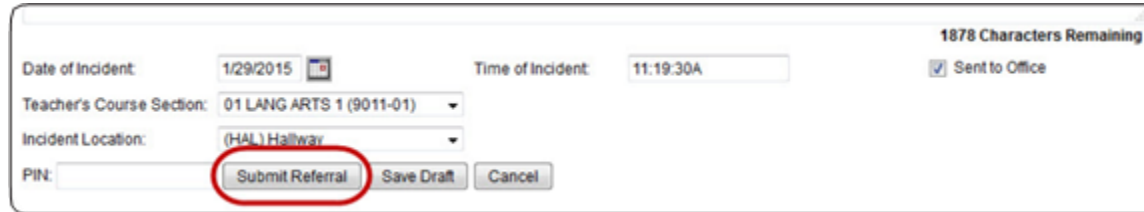
PIN: Submit Referral Save Draft Cancel Print Record

To **save a draft** of the referral, which allows you to finish and submit the referral at a later time, type your four-digit PIN in the **PIN** field and click **Save Draft**.

A message indicates that the record was saved, and the **Status** is set to Draft. The referral is not sent to an administrator at this time. You can access this referral later by clicking the spyglass icon.



If the referral is complete, and you are ready to submit the referral to an administrator for further action, type your four-digit PIN in the **PIN** field and click **Submit Referral**.



1878 Characters Remaining

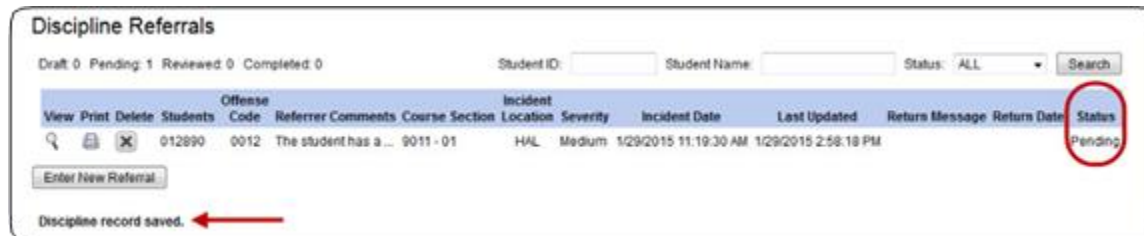
Date of Incident: 1/29/2015 Time of Incident: 11:19:30A ☒ Sent to Office

Teacher's Course Section: 01 LANG ARTS 1 (9011-01)

Incident Location: (HAL) Hallway

PIN: **Submit Referral** Save Draft Cancel

A message indicates that the record was saved, and the **Status** is set to **Pending**. The referral will appear in the administrator's discipline referral list with a status of **Pending**.




Discipline Referrals

Draft: 0 Pending: 1 Reviewed: 0 Completed: 0

Student ID: Student Name: Status: ALL Search

	Offense	Incident												
	View	Print	Delete	Students	Code	Referrer Comments	Course Section	Location	Severity	Incident Date	Last Updated	Return Message	Return Date	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	012890	0012 The student has a ...	9011 - 01	HAL	Medium	1/29/2015 11:19:30 AM	1/29/2015 2:58:18 PM			Pending

Enter New Referral

Discipline record saved. 

Editing, Printing or Deleting Referrals as Needed

**You only have access to your own referrals.*

Discipline Referrals

Draft: 1 Pending: 3 Reviewed: 1 Completed: 1

Student ID:

Student Name:

Status: ALL

Search

View	Print	Delete	Students	Offense Code	Referrer Comments	Course Section	Incident Location	Severity	Incident Date	Last Updated	Return Message	Return Date	Status
			012890	0012	The student has a ...	9011 - 01	HAL	Medium	1/29/2015 11:19:30 AM	1/29/2015 3:58:13 PM			Draft
			013430,013825	0041	Caleb and Benjamin...	-	GMN	High	12/1/2014 11:20:55 AM	1/29/2015 4:01:22 PM			Pending
			013739	0059		-	PKL	Low	1/30/2015 8:22:31 AM	1/30/2015 8:22:45 AM			Pending
			013864	0021	Jordin used a four...	-	RGC	Low	1/5/2015 2:58:18 PM	1/29/2015 3:59:50 PM	Jordin apologized ...	1/7/2015	Reviewed
			013598	0058	She attempted to a...	-	RGC	Medium	1/15/2015 8:25:28 AM	1/29/2015 4:02:50 PM	This is the 2nd ti...	1/16/2015	Completed

1 2

Enter New Referral

When you access the page, your existing referrals for the school year are displayed, as well as the following statistical data:

- The **Draft** field indicates the number of referrals you have created but not yet submitted.
- The **Pending** field indicates the number of referrals you have submitted that are awaiting review and further action from an administrator.
- The **Reviewed** field indicates the number of submitted referrals that have been reviewed by an administrator, for which the administrator is taking no further action.
- The **Completed** field indicates the number of submitted referrals that have been reviewed by an administrator, and for which further action was taken (i.e., a discipline incident record was created).

Up to five referrals are displayed at a time, sorted by status. If more referrals exist, you can page through the list to see the others.

To View and Print a Referral

To retrieve a referral for a specific student and/or status:

- Use the **Student ID** or **Student Name** autosuggest field to select a student.
- In the optional **Status** field, select a status if you want to view only referrals with a specific status. Or, select *ALL* to view all referrals.
- Leave all fields blank to retrieve all referrals sorted by status.
- Click **Search**. The referrals grid is redisplayed according to the criteria specified.

For several fields in the grid, a shortened view of the data is displayed in the column; however, you can place the pointer over the field to view the full description.

In the **Students** field, when you place the pointer over the student ID, the student's name and grade level are displayed. M or F is displayed to indicate male or female. If multiple students were involved in one incident, all students are listed.

			013430,013825	0041	Caleb and Benjamin...	-	GMN	Hig
			<div>• 013825 - WARMINSKY, CALEB, Grade 04, M • 013430 - MENDEZ GONZALEZ, BENJAMIN, Grade 04, M</div>				PKL	Lo
							RGC	Lo
							RGC	Me

The **Offense Code** field, the code description is displayed.

View Print Delete			Students	Offense Code	Referrer Comments	Course Section	Incident Location	Seve
			012890	0012	The student has a ...	9011 - 01	HAL	Med
			013430,013825	0041	Caleb and Benjamin...	-	GMN	High
			013739	0025	Fighting / Mutual Combat		PKL	Low
			013864	0021	Jordin used a four	-	RGC	Low

The **Referrer Comments**, **Incident Location**, and **Return Message** also display the full description.

To view the full details of the referral, including information about any actions taken by the administrator, click the spyglass icon. The **Record Details** section is displayed allowing you to view data for the selected referral.

Discipline Referrals

Draft: 1 Pending: 2 Reviewed: 1 Completed: 2

Student ID: Student Name: Status: ALL

	Students	Offense Code	Referrer Comments	Course Section	Incident Location	Severity	Incident Date	Last Updated	Return Message	Return Date	Status		
<input type="button" value="View"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>	012890	0012	The student has a ...	0011 - 01	HAL	Medium	1/29/2015 11:19:30 AM	1/29/2015 3:58:13 PM		Draft	
<input type="button" value="View"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>	013430.013825	0041	Caleb and Benjamin...	-	GMM	High	12/1/2014 11:20:55 AM	1/29/2015 4:01:22 PM		Pending	
<input type="button" value="View"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>	013739	0059	-	-	PKL	Low	1/30/2015 8:22:31 AM	1/30/2015 8:22:45 AM		Pending	
<input type="button" value="View"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>	013864	0021	Jordin used a four...	-	RGC	Low	1/5/2015 2:58:18 PM	1/29/2015 3:59:50 PM	Jordin apologized ...	1/7/2015	Reviewed
<input type="button" value="View"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>	013598	0058	She attempted to a...	-	RGC	Medium	1/15/2015 8:25:28 AM	1/29/2015 4:02:50 PM	This is the 2nd ti...	1/16/2015	Completed

Record Details

Delete	Student ID	Student Name	Grd Lvl
<input type="button" value="Delete"/>	013864	TANNER, JORDIN	02

Severity: Offense Description:

Referrer Comments:

1969 Characters Remaining

Date of Incident: Time of Incident: ☐ Sent to Office

Teacher's Course Section:

Incident Location:

Incident Number: Admin Number:

Status: Return Date:

Return Message:

1938 Characters Remaining

Click Print Record to print the referral. Or, click the printer icon in the grid. The referral opens up in a new window.

The screenshot displays a web application interface for managing discipline referrals. At the top, there is a table listing several referrals. A red circle highlights the printer icon in the first column of this table, with a red arrow pointing from it to the 'Print Record' button at the bottom of the page. Another red arrow points from the 'Print Record' button to the 'Print' link in the top right corner of the detailed referral window.

Referral List Table:

View	Print	Delete	Students	Code	Referrer Comments	Course Section	Location	Severity	Incident Date	Last Updated	Return Message
			012890	0012	The student has a ...	9011 - 01	HALL	Medium	1/29/2015 11:19:30 AM	1/29/2015 3:58:13 PM	
			013864	0021	Jordin used a four...	-	RGC	Low	1/5/2015 2:58:18 PM	1/29/2015 3:59:50 PM	Jordin apologized ...
			013598	0058	She attempted to a...	-	RGC	Medium	1/15/2015 8:25:28 AM	1/29/2015 4:02:50 PM	This is the 2nd li...
			013259	0041		-	NSV	Low	1/30/2015 8:22:49 AM	1/30/2015 8:23:05 AM	

Record Details:

Delete: Student ID:

Severity:

Referrer Comments:

Date of Incident: **Time of Incident:**

Teacher's Course Section: **Incident Location:**

Incident Number: **Status:** **Return Date:**

Return Message:

Print Record

1938 Characters Remaining

To Update a Referral

Only Draft and Pending Referrals can be updated. All others display view-only data.

- Click the spyglass icon to edit the details of a referral. The **Record Details** section is displayed allowing you to view and update for the selected referral.
- Update the fields as needed.

If you are editing a **Draft** referral, you can click Save Draft if you are still not ready to submit the referral to an administrator. Or, click **Submit Referral** if you are ready to submit the referral.

The screenshot displays the 'Discipline Referrals' interface. At the top, there's a summary bar showing 'Draft: 1', 'Pending: 2', 'Reviewed: 1', and 'Completed: 2'. Below this is a search bar with fields for 'Student ID', 'Student Name', and a 'Status' dropdown set to 'ALL'. A table lists several referrals with columns for 'View', 'Print', 'Delete', 'Students', 'Offense', 'Code', 'Referrer Comments', 'Course Section', 'Incident Location', 'Severity', 'Incident Date', 'Last Updated', 'Return Message', 'Return Date', and 'Status'. The first row is a 'Draft' referral for student 012890. Below the table is an 'Enter New Referral' button. The 'Record Details' section for the selected referral (012890, RAY, DONOVAN) shows fields for 'Delete', 'Student ID', 'Student Name', 'Grd Lvl', 'Severity' (set to Medium), 'Offense Description' (0012) Use Exhibit, or Possess Illegal knife - TEC 37.007 (a)(1)(B)), 'Referrer Comments' (The student has a small pocket knife in his backpack which he said he brought by accident. He showed it to other students.), 'Date of Incident' (1/29/2015), 'Time of Incident' (11:19:35A), 'Teacher's Course Section' (01 LANG ARTS I (9011-01)), 'Incident Location' (HALL) Hallway, and a 'Sent to Office' checkbox. At the bottom, there are buttons for 'Submit Referral', 'Save Draft', 'Cancel', and 'Print Record'. The 'Submit Referral' button is highlighted with a red circle.

View	Print	Delete	Students	Offense	Code	Referrer Comments	Course Section	Incident Location	Severity	Incident Date	Last Updated	Return Message	Return Date	Status
			012890	0012	The student has a ...	9011 - 01	HALL	Medium	1/29/2015 11:19:30 AM	1/29/2015 3:58:13 PM				Draft
			013430,013825	0041	Caleb and Benjamin...	-	QMN	High	12/1/2014 11:20:55 AM	1/29/2015 4:01:22 PM				Pending
			013739	0059		-	PWL	Low	1/30/2015 8:22:31 AM	1/30/2015 8:22:45 AM				Pending
			013064	0021	Jordin used a four...	-	RQC	Low	1/5/2015 2:58:18 PM	1/29/2015 3:59:50 PM	Jordin apologized ...	1/7/2015		Reviewed
			013590	0058	She attempted to a...	-	RQC	Medium	1/15/2015 8:25:28 AM	1/29/2015 4:02:50 PM	This is the 2nd li...	1/16/2015		Completed

1 2

Enter New Referral

Record Details

Delete Student ID Student Name Grd Lvl

012890 RAY, DONOVAN 04

Add another student

Severity: Medium Offense Description: (0012) Use Exhibit, or Possess Illegal knife - TEC 37.007 (a)(1)(B)

Referrer Comments:

The student has a small pocket knife in his backpack which he said he brought by accident. He showed it to other students.

1876 Characters Remaining

Date of Incident: 1/29/2015 Time of Incident: 11:19:35A ☒ Sent to Office

Teacher's Course Section: 01 LANG ARTS I (9011-01)

Incident Location: (HALL) Hallway

PR:

For a Pending referral, the **Save Draft** button is not displayed. If you edit data, click **Submit Referral** to submit an updated referral to the administrator.

Delete a Referral

Only **Draft** and **Pending referrals can be deleted**. Click on the delete icon (X) to delete a referral, and the referral is deleted. The delete option is not displayed for **Reviewed** or **Completed** referrals.

Questions?

If you have any questions, please put in a ticket and ask them. If you would like more one-on-one training on submitting discipline referrals please indicate that in the ticket along with the time(s) of the day that you are available for someone to stop by and help you out.

Thank you!