



*Web-based Access for Teachers, Parents, and Students*



*How to:*

# Manage a <sup>tx</sup>Gradebook Discipline Referral

*Developed by the*  
**TEXAS COMPUTER COOPERATIVE**





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# CONTENTS

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<b>Overview .....</b>	<b>3</b>
Prerequisites .....	3
Checklist Overview .....	3
<b>Retrieve and Review a Referral.....</b>	<b>5</b>
<b>Close the Referral if No Action is Needed .....</b>	<b>11</b>
<b>Create an Incident Record if Necessary .....</b>	<b>13</b>
Review and Create the Incident Record.....	13
Maintain the Incident Record .....	14
<b>Add Additional Students to Incident .....</b>	<b>23</b>
<b>What Happens Next? .....</b>	<b>25</b>
Data Maintenance and PEIMS .....	25
Parent Access to Data .....	25



# OVERVIEW

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As referrals are submitted by instructors and non-instructional employees from txGradebook, the designated discipline approvers will receive email notification for each referral, and will be able to access the referral from the TxEIS Student system where they can escalate or close the incident as needed.

These steps must be completed in the TxEIS Student system from the Discipline application.

## Prerequisites

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- This guide assumes you are familiar with the basic features of TxEIS Student and have reviewed the TxEIS Student Overview guide.
- You must be a registered TxEIS user with access to the Discipline application, logged on with an administrator user ID, and a designated discipline approver. For more information, see the txGradebook Administrator - Set Up Discipline Referral Access guide.
- This guide is based on TxEIS 2.0.0002 and txSuite 2.9.4.

## Checklist Overview

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The following steps are covered in this guide:

- ☐ Retrieve and review a discipline referral.
- ☐ Close the referral if no further action is needed.
- ☐ If further action is needed, create an incident record.
- ☐ Add additional students to the incident if multiple students were involved.



# RETRIEVE AND REVIEW A REFERRAL

The Referrals page in TxELS Discipline allows a designated discipline approver to review discipline referrals entered in txGradebook and take appropriate action (i.e., review or create an incident record). These referrals may be entered by instructors or other employees who have authorization to enter referrals, such as a bus driver.

## NOTE:

- » You can only view referrals if you are designated as a discipline approver (i.e., the **Discipline Approver** field is selected in Registration on the Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor tab).
- » All discipline approvers can view all referrals for the campus.

## TxEIS Discipline > Maintenance > Referrals

Discipline Version: 2.0.0003 Build: 0062

Maintenance Utilities Reports

School Year: 2014 - 2015

Campus 001: Davy Crockett High School

SessionTimer: 59 min and 57 sec

SDS0125 County/District #: 015102

Maintenance > Referrals

Admin Number: Admin Name: From Grade Level: To Grade Level: From Name Range: To Name Range: Retrieve

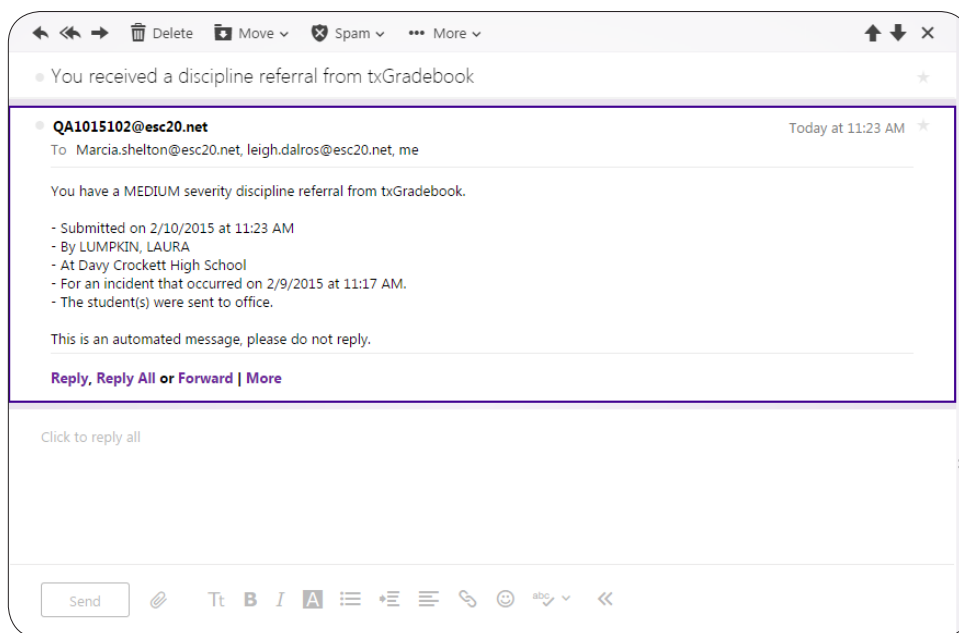
Pending: 0 Reviewed: 0 Completed: 0

From Incident Date: To Incident Date: Pending: Reviewed: Completed:

Details	Status	Students	Teachers	Grade Level	Offense Code	Referrer Comment	Loc	Severity	Incident Date	Sent to Office	Last Updated Date
Rows: 0											

The page is blank when you first access it.

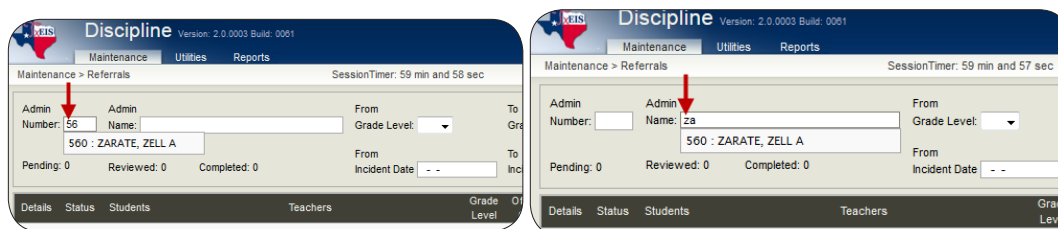
1. Discipline approvers who are set up to receive email notification of discipline referrals will receive an email message whenever an applicable referral is submitted from txGradebook.



The email message informs the approver that a referral has been submitted from txGradebook, but does not contain detailed information about the incident. The approver must log on to the TxEIS Discipline application to view the complete information.

An approver who does not receive an email notification can also access referrals by logging on to TxEIS Discipline; the email message is not required.

2. When you first access the page, no data is displayed. To retrieve a list of referrals, use the **Admin Number** or **Admin Name** autosuggest field to retrieve an administrator by ID or name. This is required.



3. You can limit the referrals list by specifying grade level, name, or date ranges, or a particular referral status, using one or more of these optional fields:



Admin Number: 560 Admin Name: ZARATE, ZELL A From Grade Level: 09 To Grade Level: 12 From Name Range: A To Name Range: L Retrieve

Pending: 1 Reviewed: 1 Completed: 0 From Incident Date: 01-01-2015 To Incident Date: 02-28-2015 Pending: ☒ Reviewed: ☒ Completed: ☒

- The **From Grade Level** and **To Grade Level** fields display campus default values. If needed, you can clear these fields, or select other beginning and ending grade levels for the range of grade levels you want to retrieve.
- In the **From Name Range** and **To Name Range** fields, type the range of last names you want to retrieve (e.g., AA-MC).
- In the **From Incident Date** and **To Incident Date** fields, you can type the beginning and ending dates to see referrals for a specific range of dates.
- To review only referrals with a specific status (or more than one specific status), select **Pending**, **Reviewed**, and/or **Completed**.

Or, leave all of these fields blank to retrieve all referrals for the campus.

4. Click **Retrieve**.

The referrals are retrieved according to the criteria specified, sorted by status. The referral data cannot be updated from this page.

Maintenance > Referrals SessionTimer: 59 min and 46 sec SDS0125 County/District #: 015102

Admin Number: 560 Admin Name: ZARATE, ZELL A From Grade Level: 09 To Grade Level: 12 From Name Range: To Name Range: Retrieve

Pending: 5 Reviewed: 0 Completed: 0 From Incident Date: To Incident Date: Pending: ☐ Reviewed: ☐ Completed: ☐

Details	Status	Students	Teachers	Grade Level	Offense Code	Referrer Comment	Loc	Severity	Incident Date	Sent to Office	Last Updated Date
	Pending	180215 PARCHERT, ASHLYN	LUMPKIN, LAURA A	10	0012	Student had pocketknife in backpack	RES	High	01-13-2015	<input checked="" type="checkbox"/>	02-10-2015
	Pending	170064 SALAS, CHEYENNE A.	LUMPKIN, LAURA A	11	1205	The student threw trash toward the ti	CAF	Low	02-02-2015	<input type="checkbox"/>	02-10-2015
	Pending	170029 GARBE, DYLAN N.	LUMPKIN, LAURA A	10	0406	The three students were scuffling in t	HAL	Medium	02-04-2015	<input checked="" type="checkbox"/>	02-10-2015
		170077 HARMON, JACOB A.	LUMPKIN, LAURA A	11							
		170293 TORRES, JAMES M.	LUMPKIN, LAURA A	11							
	Pending	190048 YOUNG, MATHEW J.	LUMPKIN, LAURA A	09	0408	The student repeatedly attempted to g	RGC	Medium	02-09-2015	<input checked="" type="checkbox"/>	02-10-2015
	Pending	160041 HALEY, ALONDRA	LUMPKIN, LAURA A	12	1203	Student's skort was several inches s	HAL	Medium	02-10-2015	<input checked="" type="checkbox"/>	02-10-2015

- The **Status** field displays the current status of the referral:
  - *Pending* status indicates that the referral was submitted via txGradebook and is awaiting review and further action from an administrator.
  - *Reviewed* status indicates that the referral was reviewed by an administrator, and the administrator is taking no further action.
  - *Completed* status indicates that the referral was reviewed by an administrator, and that further action was taken (i.e., an incident record was created).

- The **Students** field displays the full name and ID of the student(s) associated with the referral.

If multiple students were involved, a separate row is displayed for each student involved in an incident. Students are listed alphabetically, regardless of their involvement in the incident. Only the row for the first student displays incident data.

Details	Status	Students	Teachers	Grade Level	Offense Code	Referrer Comment	Loc	Severity	Incident Date	Sent to Office	Last Updated Date
	Pending	180215 PARCHERT, ASHLYN	LUMPKIN, LAURA A	10	0012	Student had pocketknife in backpack i	RES	High	01-13-2015	<input checked="" type="checkbox"/>	02-10-2015
	Pending	170064 SALAS, CHEYENNE A.	LUMPKIN, LAURA A	11	1205	The student threw trash toward the ti	CAF	Low	02-02-2015	<input type="checkbox"/>	02-10-2015
	Pending	170029 GARBE, DYLAN N.	LUMPKIN, LAURA A	10	0406	The three students were scuffling in t	HAL	Medium	02-04-2015	<input checked="" type="checkbox"/>	02-10-2015
		170077 HARMON, JACOB A.	LUMPKIN, LAURA A	11							
		170293 TORRES, JAMES M.	LUMPKIN, LAURA A	11							
	Pending	190048 YOUNG, MATHEW J.	LUMPKIN, LAURA A	09	0408	The student repeatedly attempted to g	RGC	Medium	02-09-2015	<input checked="" type="checkbox"/>	02-10-2015
	Pending	160041 HALEY, ALONDRA	LUMPKIN, LAURA A	12	1203	Student's skort was several inches s	HAL	Medium	02-10-2015	<input checked="" type="checkbox"/>	02-10-2015

- The **Teachers** field displays the name of the instructor who submitted the referral.
- The **Grade Level** field displays the student's grade level.


The following information is entered in txGradebook by the instructor or non-instructional staff member who submitted the referral.

- The **Offense Code** field displays the PEIMS offense code associated with the incident.

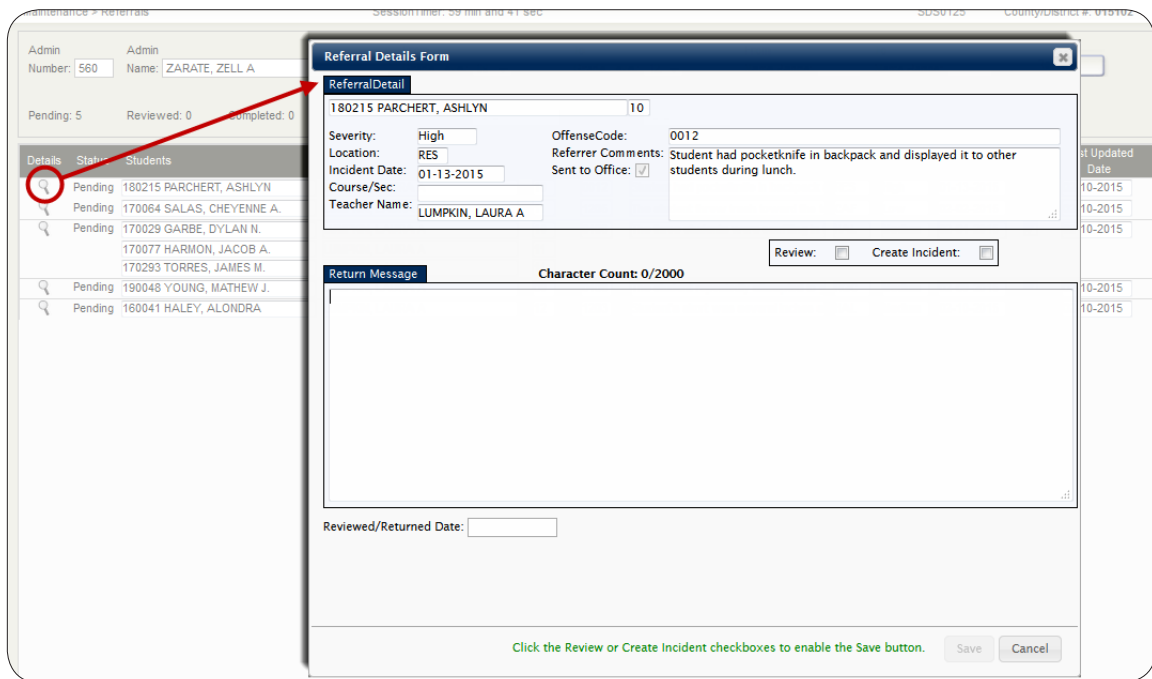
#### NOTE:

From txGradebook, instructors can only select offense codes that are allowed to be displayed in txGradebook. This is determined in TxEIS Discipline by the **Include in txGradebook** field on Maintenance > Tables > District Level > Offense Codes.

- The **Referrer Comment** field displays comments entered by the instructor or employee who entered the referral. Only the first few words are visible in the grid, so you may need to click the spyglass icon to open the details window where you can view the entire comment.
- The **Loc** field displays a code indicating the location of the incident. These codes are established in TxEIS Discipline on the Maintenance > Tables > District Level > Location Codes tab.
- The **Severity** field displays the severity of the incident, as indicated by the referrer. For example, *High* is displayed if the nature of the offense is very severe.
- The **Incident Date** field displays the date on which the incident occurred.
- The **Sent to Office** field indicates if the student(s) were sent to the office as a result of the incident.

- The **Last Updated Date** field displays the date on which the discipline referral was last updated via txGradebook. This date is updated every time the submitter re-submits a pending referral.
5. Click the spyglass icon  to review the referral and decide whether you will create an incident or take no further action.

The Referral Details Form window opens.



The screenshot shows the 'Referral Details Form' window. The 'ReferralDetail' section contains the following information:

- Severity: High
- Location: RES
- Incident Date: 01-13-2015
- Course/Sec:
- Teacher Name: LUMPKIN, LAURA A
- OffenseCode: 10
- Referrer Comments: Student had pocketknife in backpack and displayed it to other students during lunch.
- Sent to Office: ☒

Below the form is a 'Return Message' section with a character count of 0/2000. At the bottom, there are 'Review' and 'Create Incident' checkboxes, and a 'Save' button. A red arrow points from the spyglass icon in the 'Details' tab to the 'ReferralDetails' section of the form.

- In the **Referral Detail** section, the information entered by the submitter is displayed and cannot be changed.
- The fields below **Referral Detail** are for approver use.



# CLOSE THE REFERRAL IF NO ACTION IS NEEDED

Each submitted referral must be reviewed, although some referrals will require no additional disciplinary action. If no further action is needed, you can type comments regarding your decision, and change the status of the referral to *Reviewed*.

1. Click the spyglass icon 🔍 to view a *Pending* referral. The details are displayed in a separate window.

Maintenance > Referrals

SessionTimer: 38 min and 02 sec SDS0125 County/District #: 015102

Admin Number: 560 Admin Name: ZARATE, ZELL A From Grade Level: 09 To Grade Level: 12 From Name Range: To Name Range: Retrieve

Pending: 5 Reviewed: 0 Completed: 0

Details	Status	Students
Pending	180215	PARCHERT, ASHLYN
Pending	170064	SALAS, CHEYENNE A.
Pending	170029	GARBE, DYLAN N.
Pending	170077	HARMON, JACOB A.
Pending	170293	TORRES, JAMES M.
Pending	190048	YOUNG, MATHEW J.
Pending	160041	HALEY, ALONDRA

**Referral Details Form**

ReferralDetail

170064 SALAS, CHEYENNE A. 11

Severity: Low OffenseCode: 1205

Location: CAF Referrer Comments: The student threw trash toward the trashcan, but the trash landed on the floor. The student left without placing the items in the trashcan.

Incident Date: 02-02-2015 Sent to Office: ☐

Course/Sec: Teacher Name: LUMPKIN, LAURA A

Review: ☒ Create Incident: ☐

**Return Message** Character Count: 100/2000

Cheyenne apologized and showed sincere remorse for her actions. No further action is required. (JSH)

Reviewed/Returned Date: 02-03-2015

Save Cancel

2. Select **Review** if you have reviewed the referral and are taking no further action.
3. You should type comments under **Return Message** explaining your decision, although the field is not required.

The **Return Message** field can be up to 2000 characters. The **Character Count** keeps track of the number of characters you have typed and the number of remaining characters available.

4. (Required) In the **Reviewed/Returned Date** field, type the date on which the referral was reviewed.
5. Click **Save**.

The window closes, and the Referrals page remains displayed. The status of the referral changes to *Reviewed*, and the grid is re-sorted by status, accordingly.

Details	Status	Students	Teachers	Grade Level	Offense Code	Referrer Comment	Loc	Severity	Incident Date	Sent to Office
🔍	Pending	180215 PARCHERT, ASHLYN	LUMPKIN, LAURA A	10	0012	Student had pocketknife in backpack	RES	High	01-13-2015	<input checked="" type="checkbox"/>
🔍	Pending	170029 GARBE, DYLAN N.	LUMPKIN, LAURA A	10	0406	The three students were scuffling in	HAL	Medium	02-04-2015	<input checked="" type="checkbox"/>
		170077 HARMON, JACOB A.	LUMPKIN, LAURA A	11						
		170293 TORRES, JAMES M.	LUMPKIN, LAURA A	11						
🔍	Pending	190048 YOUNG, MATHEW J.	LUMPKIN, LAURA A	09	0408	The student repeatedly attempted to	RGC	Medium	02-09-2015	<input checked="" type="checkbox"/>
🔍	Pending	160041 HALEY, ALONDRA	LUMPKIN, LAURA A	12	1203	Student's skort was several inches s	HAL	Medium	02-10-2015	<input checked="" type="checkbox"/>
🔍	Reviewed	170064 SALAS, CHEYENNE A.	LUMPKIN, LAURA A	11	1205	The student threw trash toward the f	CAF	Low	02-02-2015	<input type="checkbox"/>

#### NOTE:

- » The **Save** button is not enabled until **Review** (or **Create Incident**) is selected.
- » You can return to this referral at any time and create an incident if necessary.

# CREATE AN INCIDENT RECORD IF NECESSARY

Some submitted referrals require that you take further disciplinary action. To escalate the referral and carry out disciplinary action, you must create an incident record. If multiple students were involved, the students can all be linked to the same incident by incident number.

## Review and Create the Incident Record

To create an incident record from a referral, open the referral from the Referrals page.

### TxEIS Discipline > Referrals

SessionTimer: 53 min and 28 sec County/District #: 015102

Admin Number: 560 Admin Name: ZARATE, ZELL A From Grade Level: 09 To Grade Level: 12 From Name Range: To Name Range: Retrieve

Pending: 4 Reviewed: 1 Completed: 0

Details	Status	Students	Teacher
	Pending	180215 PARCHERT, ASHLYN	LUMPKIN, LAURA A
	Pending	170029 GARBE, DYLAN N.	LUMPKIN, LAURA A
	Pending	170077 HARMON, JACOB A.	LUMPKIN, LAURA A
	Pending	170293 TORRES, JAMES M.	LUMPKIN, LAURA A
	Pending	190048 YOUNG, MATHEW J.	LUMPKIN, LAURA A
	Pending	160041 HALEY, ALONDRA	LUMPKIN, LAURA A
	Reviewed	170084 SALAS, CHEYENNE A.	LUMPKIN, LAURA A

**Referral Details Form**

ReferralDetail: 180215 PARCHERT, ASHLYN 10

Severity: High OffenseCode: 0012

Location: RES Referrer Comments: Student had pocketknife in backpack and displayed it to other students during lunch.

Incident Date: 01-13-2015 Sent to Office: ☒

Course/Sec: Teacher Name: LUMPKIN, LAURA A

Review: ☐ Create Incident: ☒

**Return Message** Character Count: 58/2000

This student was involved in a similar incident last year.

Reviewed/Returned Date: 01-13-2015

Save Cancel

1. Click the spyglass icon to view the referral. The details are displayed in a separate window.
2. Select **Create Incident**.

3. You should type comments under **Return Message** explaining your decision, although the field is not required. The **Return Message** field can be up to 2000 characters.
4. Click **Save**.
  - The window closes, and the Discipline Maintenance tab opens allowing you to add data for all involved students, such as offense and action codes, and save the incident record.
  - The status of the referral changes to *Reviewed*.

#### NOTE:

The **Save** button is not enabled until **Create Incident** (or **Review**) is selected.

## Maintain the Incident Record

When you select **Create Incident** and click **Save**, the Maintenance tab opens allowing you to record information about actions taken in response to the incident. This is the same tab that can be accessed from Maintenance > Student > Maintenance. As soon as data is saved on this page, the incident record is created, and the status of the referral changes to *Completed*.

The screenshot displays the 'Discipline' application interface. At the top, there's a navigation bar with 'Maintenance', 'Utilities', and 'Reports' tabs. Below this, the 'Maintenance' tab is active, showing a form for incident management. The form includes fields for student ID (180215), student name (PARCHERT, ASHLYN), and incident details like date (01-13-2015) and time (12:15:00 PM). A table lists offenses, with one entry: 'Use, Exhibit, or Possess illegal knife - TEC 37.007 (a)(1)(B)'. On the right side, there's a 'Students' list containing '180215 PARCHERT, ASHLYN'. At the bottom right, a 'Comments' field is highlighted with a red box, indicating where to enter the return message. The form also features buttons for 'Save', 'Save And Add', and 'Delete Incident'.



When you access this page from the Referrals page, a message is displayed in the top-right corner indicating that the record was created with only the basic information. The record must be modified to include the required information. Once the required information has been saved, the message will be cleared.

The screenshot shows the 'Maintenance' tab of the Discipline Maintenance form. A yellow warning message is displayed in the top-right corner, stating: 'Student(s) assigned to this incident have been saved with basic information from the teacher referral. Modify each student record, comment(s) and assign action(s)'. The form includes fields for Student ID (180215), Student Name (PARCHERT, ASHLYN), Texas Unique Stu ID (4942566805), Incident Date (01-13-2015), Time (12:15:00), Incident Nbr (000004), Reporting Period (3), and Location of Incident ((00) Restroom). There are buttons for 'Retrieve', 'Directory', and 'Return to Referrals'.

1. From the Maintenance page, you can click **Return to Referrals** to return to the Referrals page. The button is only displayed for discipline approvers.

This close-up shows the 'Return to Referrals' button, which is highlighted with a red arrow. The button is located in the top-right corner of the form, next to the 'Directory' button.

2. The **Incident Date**, **Time**, and **Location** fields display information entered by the instructor or employee who submitted the referral. The **Location** field also includes the PEIMS behavior location code, displayed in parentheses, which is established in the district location codes table.

The data in these fields can be modified as needed.

This screenshot shows the 'Incident Date' (01-13-2015), 'Time' (12:15:00), and 'Location of Incident' ((00) Restroom) fields highlighted with red circles. The 'Incident Nbr' (000004) is also visible. The 'Return to Referrals' button is still present in the top-right corner.

3. The **Incident Nbr** field displays the six-digit incident number that is automatically assigned and cannot be changed.
4. The **Reporting Period** field displays the period for which the data will be reported. This reporting period refers to the attendance cycle (1-6), not the class period. The field is automatically populated according to the incident date. You can change the reporting period; however, the incident date must fall within that attendance cycle. This is a PEIMS field and is required.
5. Add applicable data in the following fields. For more information about these fields, view the online Help for the Discipline Maintenance tab.

- Select **Witnessed** if the incident was witnessed by anyone.

- In the **Parent Contacted** field, indicate if the parent has been, or will be, contacted about the incident. In the **Contact Date** field, type the date the parent was contacted, if applicable.

If a discipline letter will be printed, the **Parent Contacted** field must be set to *Letter*.

- Select **Conference Requested** if a parent conference is requested. In the **Conference Date** field, type the conference date, if applicable.
- Select **Informal Hearing** if an informal hearing is needed.
- Select **Appeal Expected** if an appeal is expected.
- In the **Reported by** field, select the person or group who reported the incident.
- In the **Administered by** field, select the person handling the incident and taking action.
- In the **Bully Reason** field, if the incident involves bullying/harassment toward another student, select a reason. If a reason is selected, the **Victim** button is enabled when you click **Save**, and you must enter the victim information.

6. In the offense (upper) grid, a row displays data entered by the instructor who submitted the referral. The data can be modified as needed, and you can add additional offenses. For more detailed information about these fields, view the online Help for the Discipline Maintenance page.

The screenshot displays the Discipline Maintenance interface. At the top, there are tabs for 'Maintenance', 'Victim Information', and 'Restraint Information'. Below these, a header section contains fields for ID (180215), Student (PARCHERT, ASHLYN), Texas Unique Stu ID (4942566805), and buttons for 'Retrieve', 'Directory', and 'Return to Referrals'. A section for 'Grd Lvl: 10', 'DOB: 09-27-1998', 'Sex: F', and 'SSN: ●●●●●-0032' is also present. A yellow warning message states: 'Student(s) assigned to this incident have been saved with basic information from the teacher referral. Modify each student record, comment(s) and assign action(s)'. Below this, there are fields for 'Incident Date' (01-13-2015), 'Time' (12:15:00), 'Incident Nbr' (000004), 'Reporting Period' (3), 'Location of Incident' ((00) Restroom), and 'Witnessed' (checkbox). Further down, there are fields for 'Parent Contacted', 'Contact Date', 'Conference Requested', 'Conference Date', 'Informal Hearing', 'Appeal Expected', 'Reported by', 'Administered by', and 'Bully Reason'. The main section is a table with columns: 'Delete', 'Offense', 'Level', 'Extract', 'PEIMS', and 'Offense Description'. The first row contains: '0012', '12', 'Use, Exhibit, or Possess Illegal knife - TEC 37.007 (a)(1)(B)'. Two red arrows point to the 'Offense' and 'Level' columns. To the right of the table is a 'Multi Student Incident' button and a 'Students' list containing '180215 PARCHERT, ASHLYN'. On the far right, there are buttons for 'Victim', 'Restraint', 'Print Profile', 'Picture', 'Comments', and 'Inquiry'. At the bottom, there is a footer with various navigation links like 'Delete', 'Act', 'PEIMS', 'Description', 'Campus', 'Discp Actn', 'From Date', 'To Date', 'Official', 'Actual', 'Diff', 'Campus', 'Amount', and 'Action'.


- The **Offense** field displays the offense code selected by the submitter.
- In the **Level** field, type or select the level of the offense, which indicates the extent of the officials involved.


- Select **Extract** if the offense will be extracted to PEIMS. If the incident has multiple offenses, the field can only be selected for one offense. The selected offense is used in the discipline reports and PEIMS discipline extract.
- Click **+Add** to add another offense. A blank row is displayed in the grid.
- To delete an offense from the incident, click . The row is shaded red to indicate that it will be deleted when you click **Save**.

7. In the action (lower) grid, add a record for each action taken in response to the incident.

- Click **+Add** to add an action. A blank row is displayed in the grid.

- In the **Act** field, type or select the code for the action taken. The equivalent PEIMS code (if applicable) and action description are displayed.

- The **Campus Resp** field displays the campus ID to which you are logged on. This field must be set to the campus ID at which the student was enrolled when the discipline incident occurred. Modify as needed.
  - In the **Discp Actn Date** field, type the date that the disciplinary assignment (i.e., action) was ordered.
  - In the **From Date** and **To Date** fields, type the date range when the disciplinary assignment was, or will be, carried out.
  - In the **Official Length** field, type the number of whole days of the official length of the student's disciplinary assignment. This is required if there is an equivalent PEIMS code for the action.
  - In the **Actual Length** field, type the number of whole days of the actual length of the student's disciplinary assignment.
  - In the **Diff Code** field, if the **Official Length** and **Actual Length** are different, select the code indicating the reason for the difference.
  - In the **Campus Assignment** field, type the campus ID to which the student is assigned for the disciplinary action.
  - In the optional **Amount** field, type a value indicating the extent of the action prescribed. The field can be used as needed to indicate how much of the disciplinary action actually occurred (e.g., 1 hour or 100%). You can type up to 10 characters. This field is not reported to PEIMS.
  - The **Action Nbr** field displays the action number assigned during the PEIMS discipline data extract. If an equivalent PEIMS code exists for the action, the system assigns an action number at that time.
  - Click **+Add** to add another action. A blank row is displayed in the grid.
  - To delete an action, click . The row is shaded red to indicate that it will be deleted when the record is saved.
8. If the incident occurred during class, select the **Course** and **Section** (bottom of page). The **Period**, **Course Title**, **Instructor ID**, and instructor name for the course section are displayed and cannot be changed. If the incident did *not* occur during a class, leave all fields blank.

Delete	Act	PEIMS	Description	Campus Resp	Discp Actn Date	From Date	To Date	Official Length	Actual Length	Diff Code	Campus Assignment	Amount	Action Nbr
	A9	...	Expulsion	001	01-13-2015	01-15-2015	01-15-2015	001	001	▼	001		
+ Add													

Course:  Section:  Period:  Course Title:  Instructor ID:

9. Several buttons allow you to enter additional information as needed:

- The **Victim** and **Restraint** buttons should be used *after* the record is saved.

The **Victim** button is disabled until the record is saved, and it is only enabled if you save an incident record with the **Bully Reason** field set to any value other than blank.

- Click **Print Profile** to print the Discipline Profile Report for the student. The report opens in a new window where you can save or print a copy. The report provides incident data for all discipline incidents involving the student.
- Click **Picture** to add one photo related to the incident. The Upload Picture dialog box is displayed allowing you to upload the photo.

- Click **Browse** to locate the photo, and then click **Upload Picture**. The picture is displayed.
  - Click **Close** to return to the Maintenance page.
- Click **Comments** to view comments entered by the person who submitted the referral, and add your own comments about the incident. If comments exist, the button is outlined in red.

The comments dialog box opens, and existing comments are displayed. Update or add comments, and then click **OK**.

The screenshot shows the 'Maintenance' tab of the txGradebook Discipline Referral form. A modal dialog box titled 'Comments' is open, displaying the text: 'Student had pocketknife in backpack and displayed it to other students during lunch.' The dialog has 'OK' and 'Cancel' buttons. A red arrow points from the 'Comments' button in the main form to the dialog box. The main form includes fields for Student ID (180215), Student Name (PARCHERT, ASHLYN), Texas Unique Stu ID (4942566805), and various incident details like Date, Time, Location, and Bully Reason.

### WARNING:

These comments, including any comments entered by the submitter, will be displayed to the parent/guardian of the student in txConnect on the Discipline page. **Do not** save any comments that you would not want a parent to view.

- Click **Inquiry** to go to the Maintenance > Student > Inquiry page where you can search for existing discipline incident records. You will lose any changes if you leave the page without saving.

10. Click **Save** to save the incident record. Or, click **Save And Add** to save the record and add another record for the same student.

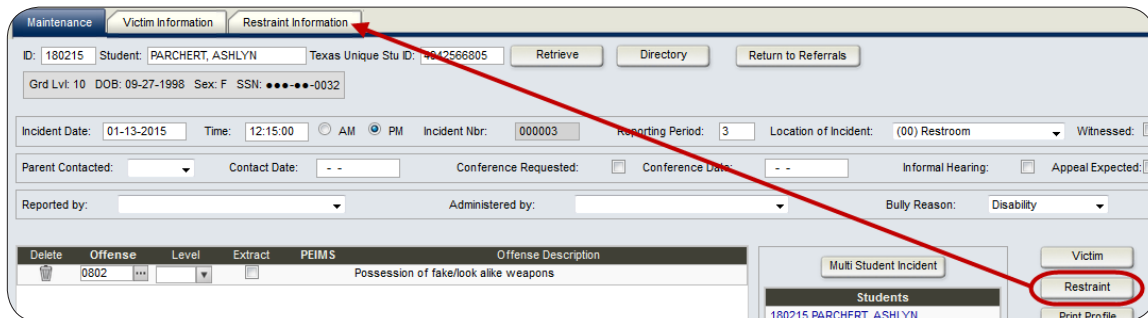
The screenshot shows the 'Maintenance > Student > Maintenance' page. Three buttons are visible: 'Save', 'Save And Add', and 'Delete Incident'. The 'Save' and 'Save And Add' buttons are circled in red.

- If you click **Save**, the student and incident data remain displayed.
- If you click **Save and Add**, the incident data is cleared from the page, but the student's name and demographic data remain displayed at the top of the page.

11. When you click **Save**, the **Victim** button is enabled if you saved an incident record with the **Bully Reason** field set to any value other than blank. Click **Victim** to go to the Victim Information tab where you can enter the required information.

The screenshot shows the 'Maintenance' tab of the txGradebook Discipline Referral form. The 'Victim' button is circled in red. The form displays incident details for Student ID 180215, including Date (01-13-2015), Time (12:15:00 PM), Incident Nbr (000003), and Bully Reason (Disability). The 'Victim' button is located at the bottom right of the form.

- Click **Restraint** to go to the Restraint Information tab where you can add restraint information related to the incident.



The screenshot shows the 'Restraint Information' tab selected in the top navigation bar. A red arrow points from the 'Restraint' button in the bottom right corner to the 'Restraint Information' tab. The interface includes various input fields for incident details, a table of offenses, and buttons for navigation and actions.

**Incident Information:**

- ID: 180215 Student: PARCHERT, ASHLYN Texas Unique Stu ID: 15642566805
- Grd Lvl: 10 DOB: 09-27-1998 Sex: F SSN: ●●●●●-0032
- Incident Date: 01-13-2015 Time: 12:15:00 AM ☒ PM Incident Nbr: 000003 Reporting Period: 3 Location of Incident: (00) Restroom Witnessed: ☐
- Parent Contacted: ☐ Contact Date: -- Conference Requested: ☐ Conference Date: -- Informal Hearing: ☐ Appeal Expected: ☐
- Reported by:  Administered by:  Bully Reason: Disability

**Offense Table:**

Delete	Offense	Level	Extract	PEIMS	Offense Description
<input type="checkbox"/>	0802	AAA	<input type="checkbox"/>	<input type="checkbox"/>	Possession of fake/look alike weapons

**Buttons:** Multi Student Incident, Students, 180215 PARCHERT, ASHLYN, Restraint (circled), Victim, Print Profile





# Add ADDITIONAL STUDENTS TO INCIDENT

If the txGradebook referral indicated that more than one student was involved, all named students are listed under **Multi Student Incident**. If additional students need to be added, you can add students to the incident record once it is created. All involved students are linked to the incident by the incident number. You can maintain separate data for each student, including offenses and actions; although, all students must have at least one offense code in common for each incident.

## TxEIS Discipline > Maintenance > Student > Maintenance

The screenshot shows the 'Maintenance > Student > Maintenance' interface. At the top, there are buttons for 'Save', 'Save And Add', and 'Delete Incident'. Below these, a 'Save successful' message is displayed. The main form contains various fields for incident details, including 'ID', 'Student', 'Texas Unique Stu ID', 'Grd Lvl', 'DOB', 'Sex', 'SSN', 'Incident Date', 'Time', 'Incident Nbr', 'Reporting Period', 'Location of Incident', 'Witnessed', 'Parent Contacted', 'Contact Date', 'Conference Requested', 'Conference Date', 'Informal Hearing', 'Appeal Expected', 'Reported by', 'Administered by', and 'Bully Reason'. A table on the left lists offenses with columns for 'Delete', 'Offense', 'Level', 'Extract', 'PEIMS', and 'Offense Description'. On the right, there is a 'Multi Student Incident' button, which is highlighted with a red arrow. Below this button is a 'Students' section with a list of students, including '180215 PARCHERT, ASHLYN'. Other buttons on the right include 'Victim', 'Restraint', 'Print Profile', 'Picture', 'Comments', and 'Inquiry'.

1. To add another student to an incident number, click **Multi Student Incident**. The student ID, student name, and demographic data are cleared from the page; however, the incident information remains.
2. Retrieve the next student using the **ID** or **Student** autosuggest field, or the Directory.
3. Update any incident data for the next student as needed.
4. Click **Save**. The student's name is added under **Students** below the **Multi Student Incident** button.

Maintenance > Student > Maintenance SessionTimer: 59 min and 06 sec SDS0120 County/District #: 015102

Save Save And Add Delete Incident

Save successful

Maintenance Victim Information Restraint Information

ID: 180262 Student: TODD, KYLER RAY Texas Unique Stu ID: 7685038527 Retrieve Directory Return to Referrals

Grd Lvl: 10 DOB: 08-19-1999 Sex: M SSN: ●●●●●-5048

Incident Date: 01-13-2015 Time: 12:15:00 AM PM Incident Nbr: 000003 Reporting Period: 3 Location of Incident: (00) Restroom Witnessed: ☒

Parent Contacted: Y Yes Contact Date: 01-13-2015 Conference Requested: ☒ Conference Date: - - Informal Hearing: ☐ Appeal Expected: ☐

Reported by: LAURA A LUMPKIN (501) Administered by: ZELL A ZARATE (001-560) Bully Reason: -

Delete	Offense	Level	Extract	PEIMS	Offense Description
<input type="checkbox"/>	0802	2	<input type="checkbox"/>		Possession of fake/look alike weapons

Multi Student Incident

Students

180215 PARCHERT, ASHLYN

180262 TODD, KYLER RAY

Victim Restraint Print Profile Picture

- Click **Multi Student Incident** again to add another student.
- To remove a student from the incident, click the student's name under **Multi Student Incident**, ensure that his demographic data appears at the top of the page, and then click **Delete Incident**. This will delete the incident for the selected student only.

Maintenance > Student > Maintenance SessionTimer: 59 min and 36 sec SDS0120 County/District #: 015102

Save Save And Add Delete Incident

Maintenance Victim Information Restraint Information

ID: 180262 Student: TODD, KYLER RAY Texas Unique Stu ID: 7685038527 Retrieve Directory Return to Referrals

Grd Lvl: 10 DOB: 08-19-1999 Sex: M SSN: ●●●●●-5048

Incident Date: 01-13-2015 Time: 12:15:00 AM PM Incident Nbr: 000003 Reporting Period: 3 Location of Incident: (00) Restroom Witnessed: ☒

Parent Contacted: Y Yes Contact Date: 01-13-2015 Conference Requested: ☒ Conference Date: - - Informal Hearing: ☐ Appeal Expected: ☐

Reported by: LAURA A LUMPKIN (501) Administered by: ZELL A ZARATE (001-560) Bully Reason: -

Delete	Offense	Level	Extract	PEIMS	Offense Description
<input type="checkbox"/>	0802	2	<input type="checkbox"/>		Possession of fake/look alike weapons

Multi Student Incident

Students

180215 PARCHERT, ASHLYN

180262 TODD, KYLER RAY

Victim Restraint Print Profile Picture

A message is displayed asking you to confirm that you want to delete the incident.

Delete Incident

Are you sure you want to delete this incident?

Yes No

Click **Yes** to continue. The page is cleared of data. Next time you retrieve the incident, that student will no longer be listed.

Delete	Offense	Level	Extract	PEIMS	Offense Description
<input type="checkbox"/>	0802		<input type="checkbox"/>		Possession of fake/look alike weapons

Multi Student Incident

Students

180215 PARCHERT, ASHLYN

# WHAT HAPPENS NEXT?

## Data Maintenance and PEIMS

Once you create an incident record, the record is used to record and maintain all further information for the incident related to disciplinary actions, and applicable PEIMS data is extracted from the record.

Only current year records can be updated. Records for previous school years can be viewed but not updated.

## Parent Access to Data

A student's discipline incident records may be displayed in the txConnect parent portal, if this feature is enabled at the campus. (You can enable this feature on the txConnect Administrator Options page from the Settings tab.)

A parent/guardian who is logged on to txConnect will be able to view his student's discipline incident records for the current year.

The screenshot shows the txConnect parent portal interface. The top navigation bar includes links for Summary, Attendance, Grades, Assignments, Discipline (which is highlighted), Assessments, Immunizations, Alerts, My Account, and Logout. On the left sidebar, there are links for Account Settings and Edit Student Settings, with the student's name ASHLYN PARCHERT listed below. The main content area is titled "Discipline" and specifies the student: "for: ASHLYN PARCHERT at Davy Crockett High School on 2/12/2015 3:08:25 PM". Below this, there are dropdown menus for Semester (set to 1) and Cycle (set to All), followed by a "Find Discipline" button. A table displays the discipline record:

Date	Infraction	Disciplinary Action	Reported by	Administrator
01/13/2015 11:41 AM	• Possession of fake/look alike weapons	• Expulsion	LUMPKIN, LAURA	ZARATE, ZELL

Below the table, a note states: "Student had pocketknife in backpack and displayed it to other students during lunch." At the bottom right, there is a link for "Available languages: English Español".







*Web-based Access for Teachers, Parents, and Students*