



Web-based Access for Teachers, Parents, and Students



How to:

Enter a Discipline Referral

Developed by the
TEXAS COMPUTER COOPERATIVE





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OVERVIEW

Instructors and non-instructional employees (such as security guards, cafeteria staff, etc.) can submit discipline referrals from txGradebook, if this feature has been enabled at the campus. Details and comments about the incident are recorded in txGradebook and submitted for review. Once a referral is submitted, an administrator who is a designated discipline approver will receive email notification for each referral, and will be able to access the referral from the Student system where he can escalate or close the incident as needed.

Prerequisites

- This guide assumes you are familiar with the basic features of txGradebook and have reviewed the txGradebook Overview guide.
- The campus must be granted access to enter discipline referrals via txGradebook, and one or more administrators must be designated as a discipline approver. These steps are completed in the Student system and are covered in the txGradebook Administrator - Set Up Discipline Referral Access "How To" Guide.
- Any non-instructional employees who need *Discipline-Only* access must be set up in the Student system before they can access the txGradebook Discipline page. These steps are covered in the txGradebook Administrator - Set Up Discipline Referral Access "How To" Guide.
- A users must have a valid txGradebook account and be logged into txGradebook in order to submit a discipline referral.
- This guide is based on TxEIS 2.0.0003 and txSuite 2.9.4.

Checklist Overview

The following steps are covered in this guide:

- ☐ Create a new referral.
 - ☐ Retrieve the student(s) involved.
 - ☐ Add data about the incident.
 - ☐ Add comments intended to be read by the discipline approver.
 - ☐ Submit the referral, or save a draft to submit later.
- ☐ Edit, print, or delete referrals as needed.

CREATE AND SUBMIT THE REFERRAL

Referrals are submitted from the txGradebook Discipline Referrals page. This page and menu are not displayed unless your campus has been granted access to submit discipline referrals via txGradebook.

NOTE:

- » For iTCCS districts, inquiry-only users can submit discipline referrals.
- » For TxEIS districts, inquiry-only users *cannot* submit referrals.

txGradebook > Discipline > Discipline Referrals

If you are a *Discipline-Only* user, you will see only the Discipline Referrals page upon logging in to txGradebook; no other txGradebook menus or pages are displayed or accessible.

Otherwise, Discipline is available in the menu.

The first time you access the page, you will have no referrals. Otherwise, any existing referrals will be listed.

txGradebook District: TxEIS ISD Campus: TxEIS High School

Home Attendance Grades Reports Discipline Settings 906 - ZUNIGA, ZOYA GLENN | logout

Discipline Referrals

Draft: 0 Pending: 0 Reviewed: 0 Completed: 0 Student ID: Student Name: Status: ALL Search

No Records Found

Enter New Referral

1. Click **Enter New Referral** to enter a new discipline referral.

The **Record Details** section is displayed allowing you to enter data for the new referral.

Discipline Referrals

Draft: 0 Pending: 0 Reviewed: 0 Completed: 0 Student ID: Student Name: Status: ALL Search

No Records Found

Enter New Referral

Record Details

Delete	Student ID	Student Name	Grd Lvl
X			

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

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

Incident Location: --- Select ---

PIN: Submit Referral Save Draft Cancel

Sent to Office

2. Retrieve the first student involved using either the **Student ID** or **Student Name** autosuggest field.

Record Details

Delete	Student ID	Student Name	Grd Lvl
<input type="checkbox"/>	0128		
<input type="checkbox"/>	012855	CURTIS, KATE ELIZABETH	
<input type="checkbox"/>	012870	DEWITT, VICTORIA GRACE	
<input type="checkbox"/>	012890	RAY, DONOVAN PARKER	

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

Referrer Comments:

Record Details

Delete	Student ID	Student Name	Grd Lvl
<input type="checkbox"/>		ra	
<input type="checkbox"/>	013804	RANDOLPH, JEAUSEAN ELAMIN	
<input type="checkbox"/>	012890	RAY, DONOVAN PARKER	

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

Referrer Comments:

- If more than one student was involved, click **Add another student**. A blank row is displayed allowing you to retrieve the next student. Add as many students as necessary.

Record Details

Delete	Student ID	Student Name	Grd Lvl
<input type="checkbox"/>	012890	RAY, DONOVAN	04
<input type="checkbox"/>			

Add another student

- To remove a student from the list, click the delete button ☐. The student is removed.

Record Details

Delete	Student ID	Student Name	Grd Lvl
<input type="checkbox"/>	012890	RAY, DONOVAN	04
<input type="checkbox"/>	013430	MENDEZ GONZALEZ, BENJAMIN	04

Add another student

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

Home Attendance Grades Reports Discipline Settings 901 - ZUNIGA, ZOYA GLENN | logout

Discipline Referrals

Draft: 0 Pending: 0 Reviewed: 0 Completed: 0 Student ID: Student Name: Status: ALL Search

No Records Found

Enter New Referral

Record Details

Delete	Student ID	Student Name	Grd Lvl
<input type="checkbox"/>	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 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

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

Incident Location: (HAL) Hallway

PIN: Submit Referral Save Draft Cancel

☒ Sent to Office

- 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.
- (iTCCS only) Click **Prior Interventions** if you have previously taken discipline intervention steps for the student. A dialog box opens allowing you to select any prior actions taken for this student.

From the **Prior Interventions** list, select one or more prior interventions, and then click **Select**. The dialog box closes, and the codes for the selected intervention(s) are displayed.

If prior interventions are already selected for this student, the number of selected interventions is displayed next to the field, and the codes for up to five selected interventions are displayed. You can place the cursor over the list of codes to view the complete list of codes and their descriptions. You can also click **Prior Interventions** again to view the codes and descriptions, or to modify the list.

This is not available for TxEIS districts.

- 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 (i.e., system) date and time by default. If necessary, type another date and time.
 - Select **Sent to Office** if the student(s) were sent to the office because of the incident.
6. 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.

The screenshot shows the 'Record Details' form for a student named RAY, DONOVAN (Student ID: 012890, Grade Level: 04). A red circle highlights the 'Schedule' button. A red arrow points from this button to a separate 'Schedule' window. The 'Schedule' window displays a table of the student's courses and schedule.

Course	Period	Title	Teacher	Cyc Avg	W/D	Room	Days
9014 43	01	LANG ARTS 4	RIVERA, PATRICIA				MTWRF
9044 43	02	SCIENCE 4	RIVERA, PATRICIA				MTWRF
9404 43	03	PE/HEALTH 4	RIVERA, PATRICIA				MTWRF
9034 43	04	SOC STUDIES 4	RIVERA, PATRICIA				MTWRF
9204 43	05	COMP GR 4	RIVERA, PATRICIA				MTWRF
9504 43	05	MUSIC 4	RIVERA, PATRICIA				MTWRF
9604 43	05	ART 4	RIVERA, PATRICIA				MTWRF
9114 43	06	READING GR 4	RIVERA, PATRICIA				MTWRF
9024 43	07	MATHEMATICS 4	RIVERA, PATRICIA				MTWRF
9304 43	08	SPANISH GR 4	RIVERA, PATRICIA				MTWRF

Click the close button **X** to close the schedule.

7. (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.
8. 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**.

The screenshot shows the 'Record Details' form with the following fields filled: 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. The 'Save Draft' button is highlighted with a red circle. The 'Sent to Office' checkbox is checked. The PIN field is empty.

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 🔍.

Discipline Referrals

Draft: 1 Pending: 0 Reviewed: 0 Completed: 0 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	High	1/29/2015 11:19:30 AM	1/29/2015 2:48:42 PM			Draft

Enter New Referral

Discipline record saved.

9. 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

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 2:58:18 PM			Pending

Enter New Referral

Discipline record saved.

EDIT, PRINT, OR DELETE REFERRALS AS NEEDED

All existing referrals for the school year, in all states, can be viewed and printed as needed. For submitted referrals, you can monitor the action taken by the administrator and view comments and status.

Only Draft and Pending referrals can be updated.

NOTE:

You can only view your own referrals. If you are logged on to txGradebook as an administrator, you cannot see a teacher's entered referrals on this page; however, you can view your own referrals.

txGradebook > Discipline > Discipline 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

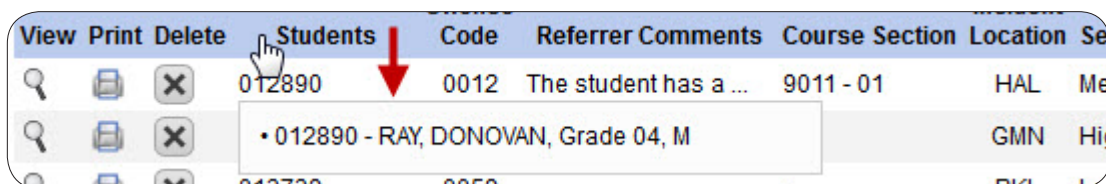
When you access the page, your existing referrals for the school year are displayed, as well as the following statistical data:

- 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).

View and Print a Referral

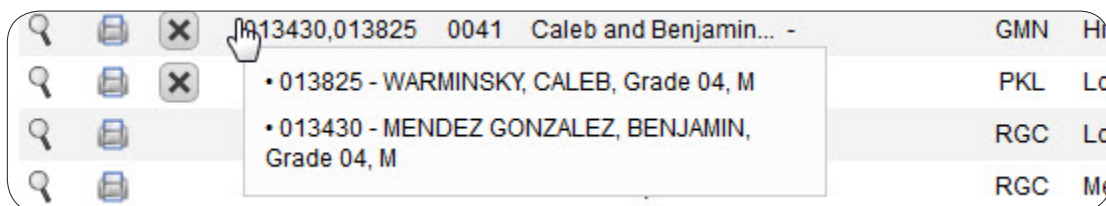
1. Up to five referrals are displayed at a time, sorted by status. If more referrals exist, you can page through the list to see the others.
2. To retrieve a referral for a specific student and/or status:
 - Use the **Student ID** or **Student Name** autosuggest field to select a student.
 - In the optional **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.
3. 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.



The screenshot shows a table with columns: View, Print, Delete, Students, Code, Referrer Comments, Course Section, Location, and Se. The 'Students' column has a tooltip displayed over the value '012890'. The tooltip lists: '• 012890 - RAY, DONOVAN, Grade 04, M'. A red arrow points to the 'Students' header.

View	Print	Delete	Students	Code	Referrer Comments	Course Section	Location	Se
			012890	0012	The student has a ...	9011 - 01	HAL	Me
			• 012890 - RAY, DONOVAN, Grade 04, M				GMN	Hig
			012720	0050			PKL	L

If multiple students were included in one incident, all students are listed.



The screenshot shows a table with columns: View, Print, Delete, Students, Code, Referrer Comments, Course Section, Location, and Se. The 'Students' column has a tooltip displayed over the value '013430,013825'. The tooltip lists: '• 013825 - WARMINSKY, CALEB, Grade 04, M' and '• 013430 - MENDEZ GONZALEZ, BENJAMIN, Grade 04, M'.

View	Print	Delete	Students	Code	Referrer Comments	Course Section	Location	Se
			013430,013825	0041	Caleb and Benjamin...	-	GMN	Hi
			• 013825 - WARMINSKY, CALEB, Grade 04, M				PKL	Lo
			• 013430 - MENDEZ GONZALEZ, BENJAMIN, Grade 04, M				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	Severity
			012890	0012	The student has a ...	9011 - 01	HAL	Med
			013430,013825	0041	Caleb and Benjamin...	-	GMN	High
			013739	0059	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:

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

Enter New Referral

Record Details

Delete Student ID Student Name Grd Lvl

Severity: Offense Description:

Referrer Comments:

Jordin used a four-letter word.

1969 Characters Remaining

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

Teacher's Course Section:

Incident Location:

Incident Number: Admin Number: 340 (Ubdugi, ROSEMARY)

Status: Reviewed Return Date: 1/7/2015

Return Message:

Jordin apologized immediately and no further action is needed.

1938 Characters Remaining

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

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	HAL	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 ti...
013259	0041			NSV	Low	1/30/2015 8:22:49 AM	1/30/2015 8:23:05 AM	

Enter New Referral

Record Details

Delete Student ID

013864 TANNER...

Severity: Low

Referrer Comments: Jordin used a four-letter word.

Date of Incident: 1/5/2015

Teacher's Course Section: S...

Incident Location: RGC

Incident Number:

Status: Reviewed


Return Message: Jordin apologized immediately and no further action is needed.

1938 Characters Remaining

Print Record

Update a Referral

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

1. Click the spyglass icon  to edit the details of a referral. The **Record Details** section is displayed allowing you to view and update data for the selected referral.
2. 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.

Discipline Referrals

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

Student ID: Student Name: Status: ALL

	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

Record Details

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

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.

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:

- 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 the delete icon to delete a referral, and the referral is deleted. The delete option is not displayed for Reviewed or Completed referrals.



Web-based Access for Teachers, Parents, and Students