Adding a New Discipline Referral

STEP 1: Click the **Discipline** menu → **Add Referral.**

(OPTIONS: select section from dropdown or check box "Search All Sections**).**

STEP 2: Enter student name or I.D. in the search bar.

STEP 3: Fill in required fields denoted by a red asterisk.

STEP 4: Click **Submit This Referral** in the upper right hand side of the screen.

Viewing Referrals

STEP 1: Navigate to the **Discipline** menu → **Referrals.**

(OPTIONS: select section from dropdown or check box "Search All Sections**).**

STEP 2: Enter student name or I.D. in the search bar (or leave blank for all students).

STEP 3: Click **Search.**

STEP 4: Click on student name from returned list.

STEP 5: Select on the referral you wish to view.

Category Breakdown

STEP 1: Navigate to the **Discipline** menu → **Category Breakdown**

STEP 2: Select the **Discipline Category** from the pull-down.

STEP 3: (Optional) > Select the **Effective Date** and the **Report Timeframe**. Click **Go**.

STEP 4: Select how the information should be displayed (**Column**, **Pie**, **List**).

STEP 5: Click **Download** to export this to Excel.