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Campuses using the online referral option will have several options to submit discipline referrals. These instructions will cover the steps needed to **submit a discipline referral for a student on your roster.**

After logging on to Educator Access+, select:

My Gradebook

Gradebook (in which the student is enrolled)

On the Main Screen of the Gradebook, select **Other Access** then **Discipline.**

The screenshot shows the Skyward Educator Access Plus interface. The top navigation bar includes 'Home Page', 'My Gradebook', and 'Main Screen'. A dropdown menu is open under 'Other Access', with 'Discipline' highlighted. Other options in the menu include 'Message Center' and 'Survey'. The main content area shows a table with columns for 'Term Grade', 'PR5 Options', 'CZ5', and '5TH Options'. A red arrow points to the 'Discipline' option in the menu.

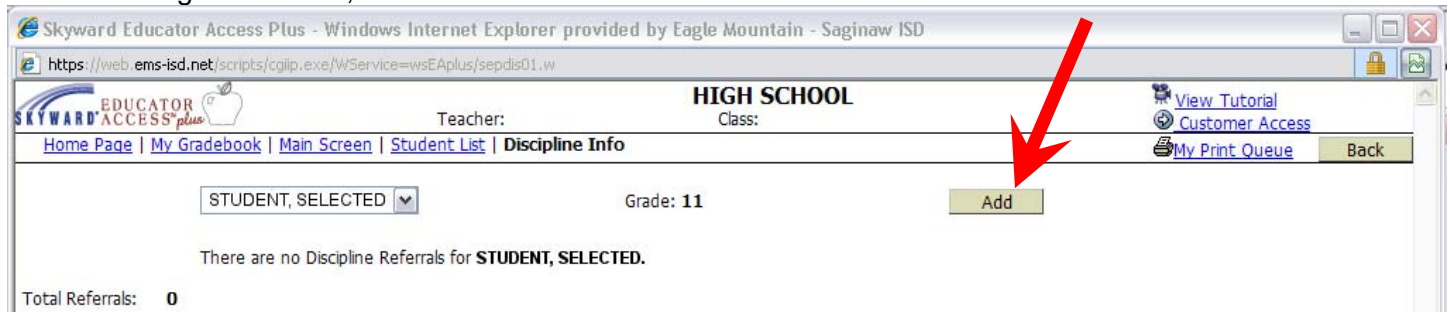
On the following screen, the Student List for the selected class will display. **Highlight the student** you are submitting a discipline referral for and **click** .

The screenshot shows the 'Student List' page in the Skyward Educator Access Plus interface. A search bar is visible at the top with the text 'Look up by Last Name:'. Below the search bar is a table with the following columns: 'First Name', 'Last Name', 'MI', 'Referrals', 'Status', 'Gender', 'Grad Yr', and 'Phone'. The table contains several rows of student data. A red arrow points to the 'Select' button at the top right of the table. Another red arrow points to the 'Last Name' column header.

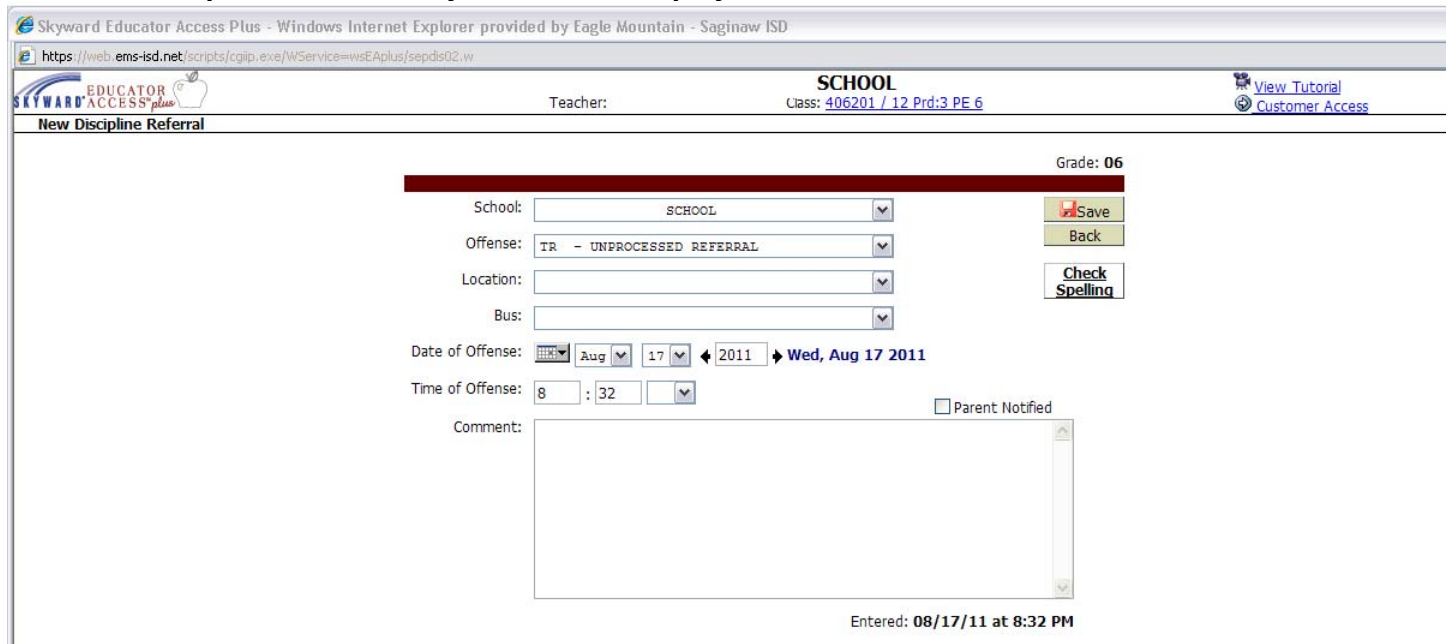
First Name	Last Name	MI	Referrals	Status	Gender	Grad Yr	Phone
	INS	D	0	Active		2012	
G		N	0	Active	Female	2012	
H		C	0	Active	Female	2012	
		M	0	Active	Male	2012	
		G	0	Active	Female	2012	
O		A	0	Active	Female	2012	
PUCK		A	0	Active	Female	2012	
		D	0	Active	Male	2012	(817) 236
WA		J	0	Active	Female	2012	(817) 236
W		A	0	Active	Male	2012	

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After selecting the student, click **Add**.



Next, the discipline referral entry screen will display:



School - defaulted to your campus

Offense – defaulted to **TR – Unprocessed Referral**. Offense will be determined by the administrator handling the referral. The determination of the offense will be based on comments entered for the events that occurred.

Location – select the description that best describes the location where the event occurred. The following descriptions are available:

ON THE BUS	COMPUTER LAB	LIBRARY	OUTSIDE
BUS LOADING AREA	FINE ARTS AREA	NURSE'S OFFICE/CLINIC	PLAYGROUND
BUS STOP	GYM	OFF CAMPUS	PLAZA
CAFETERIA	HALLWAY	OFFICE AREA	RESTROOM
CLASSROOM	ATHLETIC/PE LOCKER ROOM		

Bus – this field is not used by our district

Date of Offense – defaulted to the date and time when **Add** was clicked. If the event occurred earlier, edit the date and time as necessary.

Parent Notified – do not check this box

Comment – If this is an Immediate Removal, comments need to begin with **'IMMEDIATE REMOVAL.'** The same guidelines regarding comments for written referrals apply to online referrals.

After verifying all entries, click **Save**.

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After the referral is submitted, an email notification is sent to office staff regarding the referral. Referral records and comments can be edited or deleted up until the time it is processed. After the referral has been processed, it can only be viewed.

Upon processing, you will receive an email notification in return notifying you that the referral has been addressed and processed.

If you wish to reference previously submitted referrals, locate the student in the discipline referral area, and select details for the referral in question.

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer provided by Eagle Mountain - Saginaw ISD". The address bar shows the URL: <https://web.ems-isd.net/scripts/cgip.exe/WService=wsEaplus/sepdis01.w>. The page header includes the Skyward Access Plus logo, "Teacher:" and "Class: HIGH SCHOOL" fields, and navigation links: "View Tutorial", "Customer Access", "My Print Queue", and "Back". Below the header is a navigation menu with "Home Page", "My Gradebook", "Main Screen", "Student List", and "Discipline Info". A search area contains a dropdown menu, a "Grade:" label, and an "Add" button. The main content area displays a table with the following data:

Offense	Location	Officer	Parent Notified
01/ /11 POSSES PROHIB/DISRUPT ITEM		Referred on: 01/19/11	Yes Hide
<u>Comment:</u> cell phone-1st violation-warning issued			
<u>Action:</u> WARNING ISSUED			

Total Referrals: 1