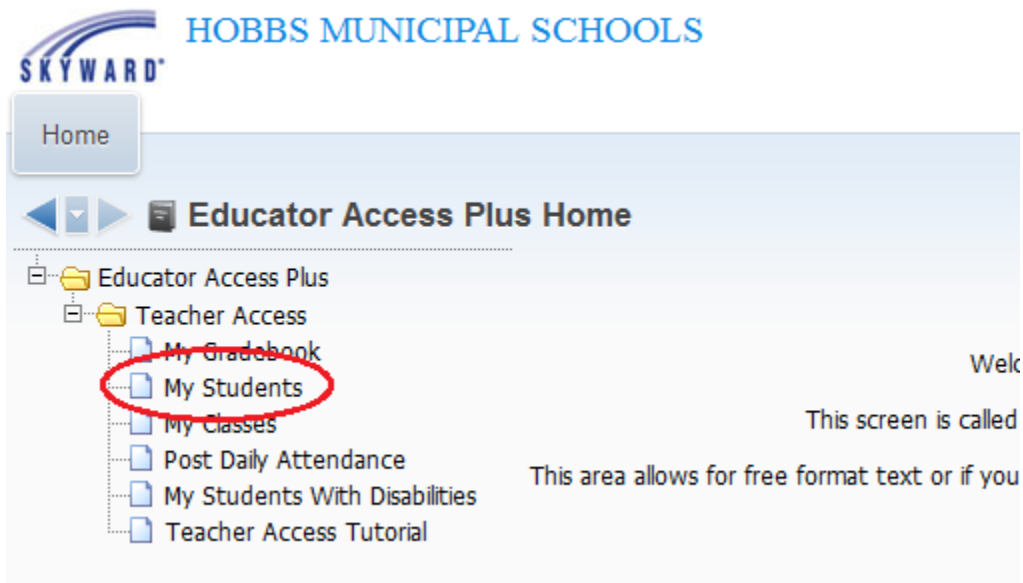


How to Complete a Discipline Referral

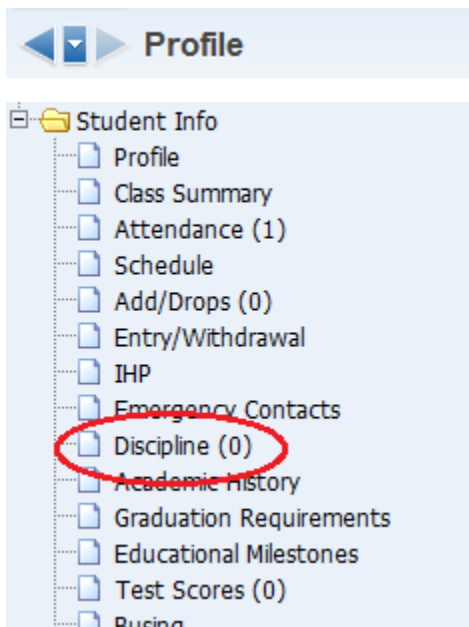
Log into skyward and select "My Students".



Double click the name of the student that you would like to create the discipline referral for.

Marci	Gonzales	C	058	Active	Female	11
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Click "Discipline" on the left side of the student's profile.



Click "Add" to add a new referral for that student.

Gonzales, Marci C

Grade: 11



[Only Show Current Year Offenses](#)

There are no Discipline Referrals for Marci Gonzales.

Total Referrals: 0

Fill out the discipline referral form and click "Save".

New Discipline Referral

Marci Celeste Gonzales

Grade: 11

School:

Offense:

Location:

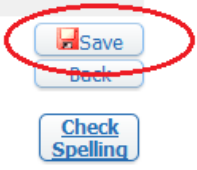
Bus:

Date of Offense:

Time of Offense: :

Parent Notified

Comment:



Entered: 09/13/12 at 10:56 AM

Your referral is now created.

Gonzales, Marci C

Grade: 11



[Only Show Current Year Offenses](#)

Offense	Location	Officer	Parent Notified
09/13/12 MISUSE INTERNET/COMPUTER EQUIP	CLASS ROOM	Referred by: Teacher 09/13/12	No Details...

Total Referrals: 1