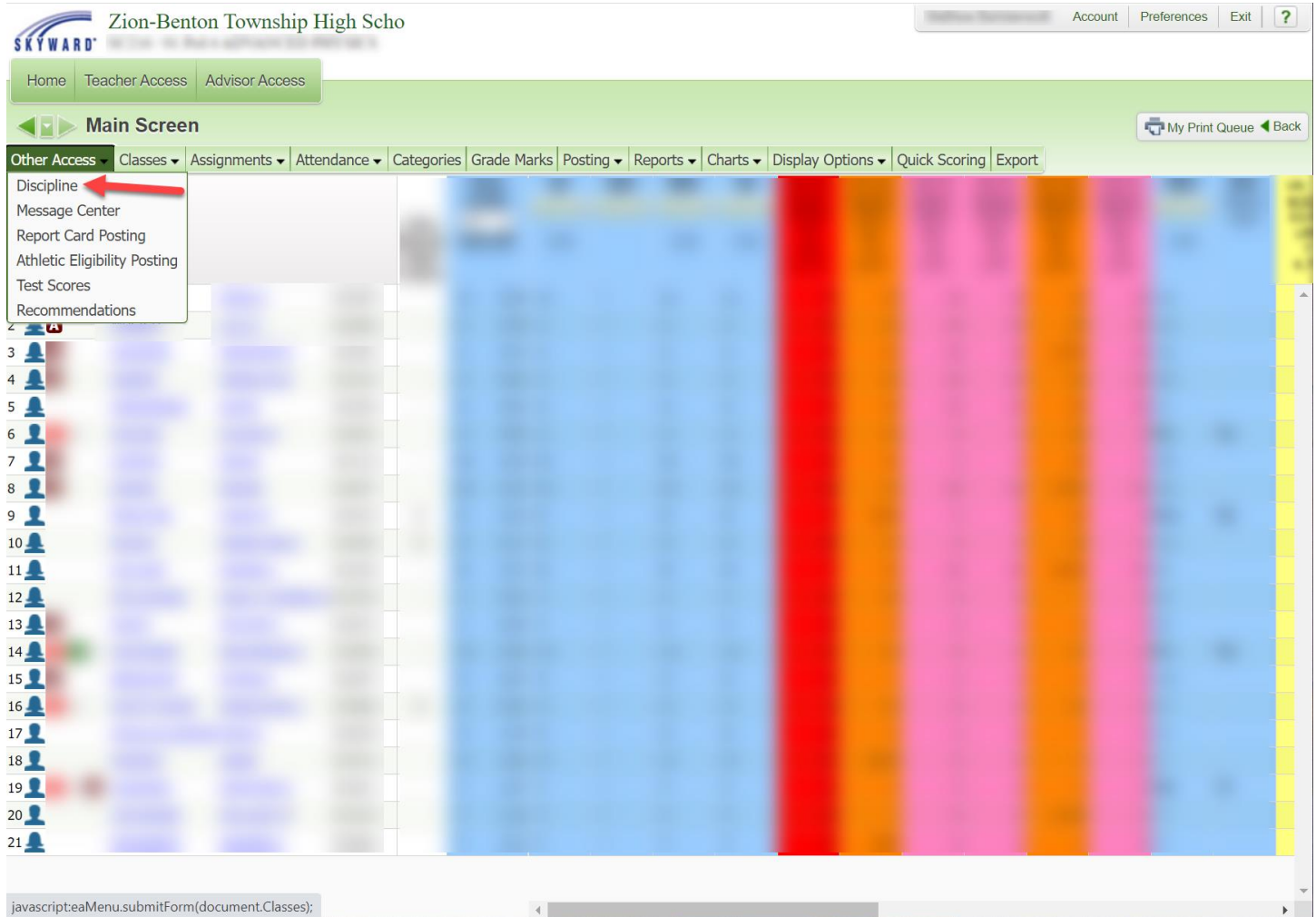


# Creating a Student Discipline Referral in Skyward as Teacher

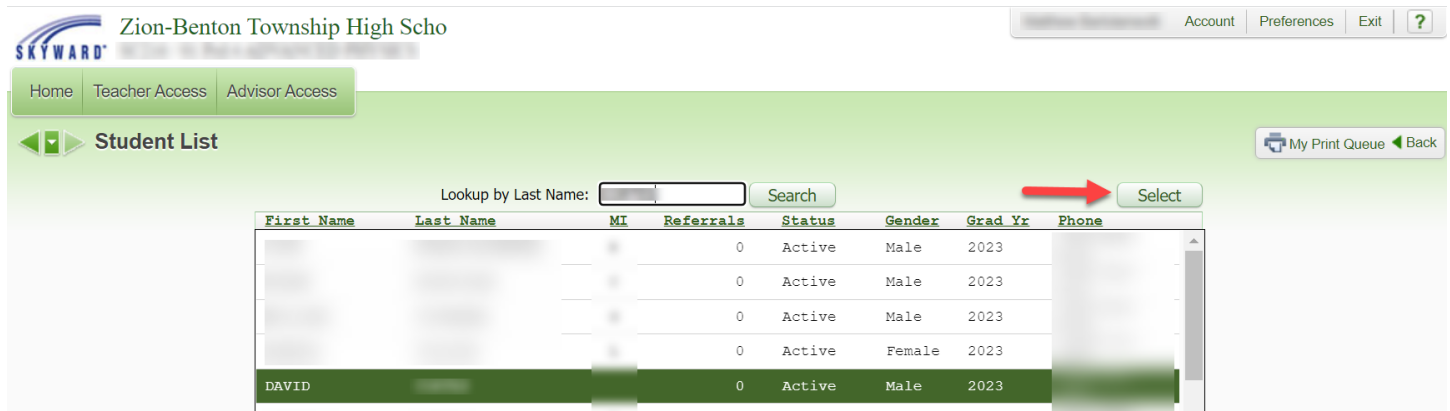
**Step 1:** Log into Skyward with your ZB-ID credentials and navigate to the gradebook that contains the student that will be the subject of the referral.

**Step 2:** Under **Other Access**, choose **Discipline**



The screenshot shows the Skyward interface for Zion-Benton Township High School. The user is logged in as a teacher. The 'Main Screen' is displayed, and the 'Other Access' menu is open. A red arrow points to the 'Discipline' option in the menu. The background shows a blurred view of a student list and a gradebook.

**Step 3:** From the student list, choose the student that will be the subject of the referral and click **Select**



The screenshot shows the 'Student List' page in Skyward. A search bar is visible with the text 'Look up by Last Name:'. A red arrow points to the 'Select' button next to the search bar. Below the search bar is a table of students.

First Name	Last Name	MI	Referrals	Status	Gender	Grad Yr	Phone
			0	Active	Male	2023	
			0	Active	Male	2023	
			0	Active	Male	2023	
			0	Active	Female	2023	
DAVID			0	Active	Male	2023	

**Step 4:** Confirm that the correct student is selected, and click **Add**

Zion-Benton Township High Scho

Account Preferences Exit ?

Home Teacher Access Advisor Access

Discipline Info

My Print Queue Back

DAVID Grade: 11 Add

There are no Discipline Referrals for DAVID .  
Total Referrals: 0

Click "Add" to start the referral process

**Step 5:** Only one option is available for *School* and *Offense* – ensure that those single options are selected. Additionally make sure the correct date and approximate time is entered.

The *Comment* section should be a statement of the facts pertinent to the incident. Assume that information that is entered into this field may later become public, especially if a parent/guardian, student, or other staff are granted access to read it.

*Classroom Referral* should be checked only if you do not need a discipline officer to follow up with the student. Classroom Referral is for incidents that began in a classroom and were handled by the teacher. These types of referrals are useful to document past behavior and any actions taken by the classroom teacher.

*Parent Notified* should be checked if you have made two-way contact with a parent/guardian about this specific incident.

Once completed, click **Save** to enter the incident into the student record and expect follow-up from the disciplinary staff if needed.

Zion-Benton Township High Scho

Account Preferences Exit ?

Home Teacher Access Advisor Access

New Discipline Referral

My Print Queue

Grade: 11

School: ZION-BENTON TOWNSHIP H.S. Save

Offense: 03 - CLASSROOM PROBLEMS/ROUTINE Back

Location: CLASSROOM Attach (0)

Bus: Classroom Referral

Date of Offense: Apr 18 2022 Mon, Apr 18 2022

Time of Offense: 1 : 15 PM Parent Notified

Comment: Student called someone a mean name

Enter the facts about the incident, as though it were going into the student's records

Choose Classroom Referral if you do NOT need discipline staff to follow up with the student. Think of this as "documenting the issue for later".

Otherwise if unchecked, discipline staff will follow up with the student.

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