

Quick Reference Sheet

Discipline


Entering Local and State incidents at the student level:

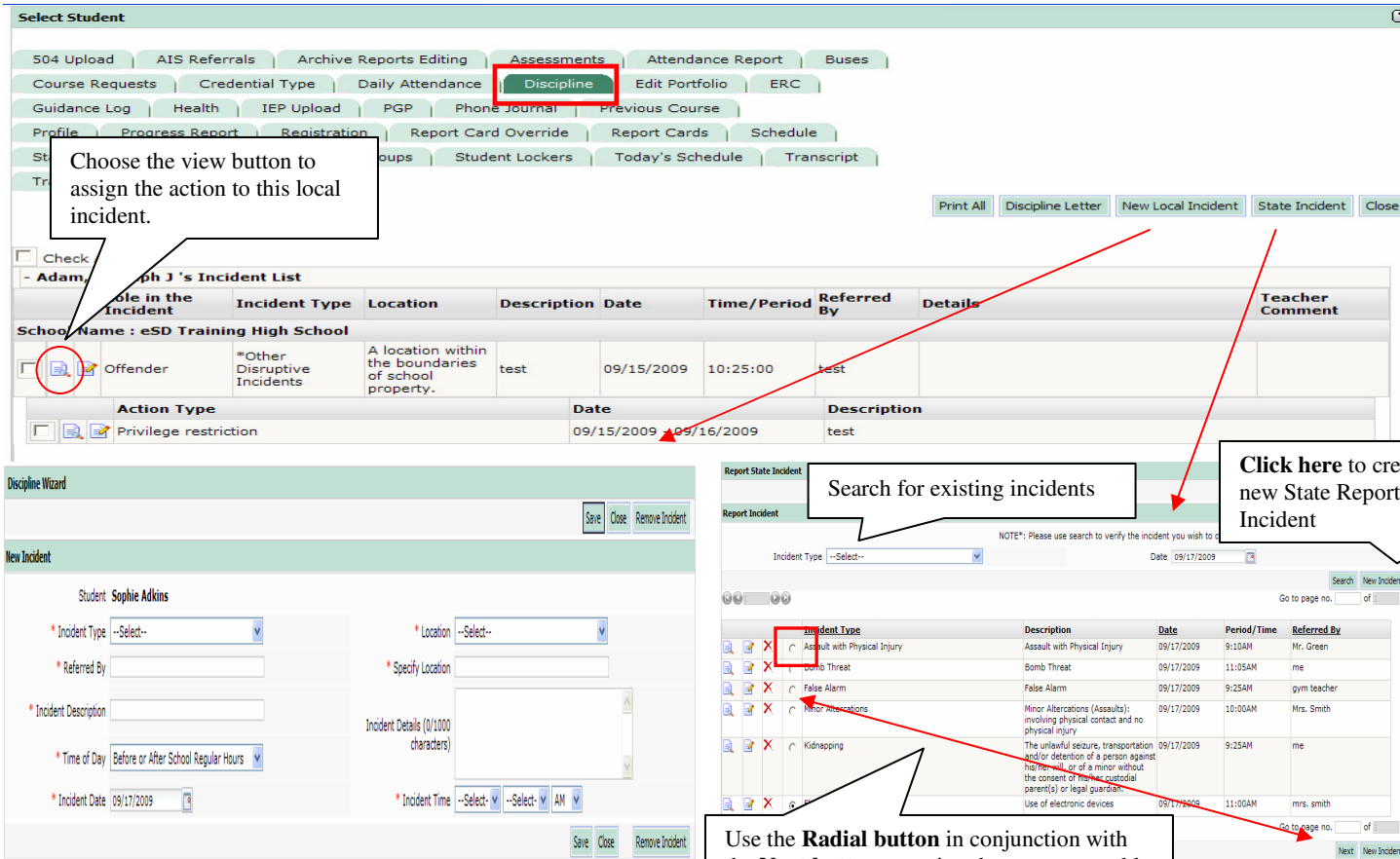
1. Navigate to Student > Profile > and select a student to reach their portfolio.
2. Select the **Discipline** tab.
3. Choose to report a **New Local Incident** or **State Incident**.
4. Once an incident type is selected.

- Fill in all required fields related to the discipline incident and click save.
- **New Local Incidents** will appear under the portfolio and state reportable incidents will be located in a list through the **State Incident button**.
- **New Local Incidents** automatically assign the student as the offender
- **State Incident** makes you assign the student as the offender or victim.

5. Select the view icon  to assign the action to **New Local Incidents** and fill in all required fields.

6. Select the view icon  to assign the student as an offender or victim to a **State Incident**.

7. Once the student is identified as the offender or victim, either select the view icon  again or use the **Radial button** in conjunction with the **Next button** to assign the action.



The screenshot shows the 'Discipline Wizard' and 'Incident List' sections. The 'Discipline Wizard' has fields for Student (Sophie Adkins), Incident Type, Location, Referred By, Incident Description, Time of Day, Incident Date, and Incident Time. The 'Incident List' shows a table of incidents with columns for Incident Type, Description, Date, Time/Period, Referred By, and Details. A 'Report State Incident' dialog is also visible, with a search field and a table of incident types.

Callouts:

- Choose the view button to assign the action to this local incident.
- Search for existing incidents
- Click here to create a new State Reportable Incident
- Use the Radial button in conjunction with the Next button to assign the state reportable incident after the student is identified as the Victim or Offender.

Icons at a Glance

 – Use the view icon to see incident details, view all students involved and identify status as victim or offender, and assign actions.

New Local Incident – Report incidents that are not state reportable.

State Incident – Report incidents that will report to the state and appear on the VADIR Report

Discipline Letter - Select the check box to the left of the incident and click here to produce a discipline letter from a list of existing templates.