

Multiple Student Referrals for the same incident (event ID #)**What is a Multiple Student Event?**

An event involving more than one student (i.e. fighting).

What needs to happen prior to the linking process?

An action must be assigned by the Discipline Staff or the Administrator, prior to the attempt to link two incidents.

Scenarios: New Referrals and Existing Referrals

NEW REFERRAL

Both Referrals are created under ADMIN access

1. Click on the Home tab.
2. Select Referrals from the sidebar on the left.
3. Select Create (ADM).
4. Create the main referral which you would want the others linked to.
5. Once you have created/saved the first referral successfully.
6. Click New Referral link at the top of the page
7. Enter the second student ID.
8. Click "Click here for multiple student incident" link.
9. The Events window will appear.
10. Select the referral you want to link to.

Note: The incident will not display in the events window if the action has not been assigned. The action must be assigned first before proceeding with linking the incident.

11. Click Select.
12. Click Refresh button.
13. The content of the referral will populate with the information from the referral in which it was linked to.
14. Proceed with completing the referral for the second individual.
15. Click Submit.
16. Referral Saved Successfully message will appear at the top of the screen.

EXISTING REFERRALS

Both Referrals were created under TCHR access

1. Click on the Home tab.
2. Select Referrals from the sidebar on the left.
3. Select View (TCHR).
4. Check "Include Submitted".
5. All referrals will appear, with the active Multi Stud Event column available.
6. In the Multi Stud Event column on the right, select "Y" from the drop-down to link selected referrals.

Note: The drop-down will not be available in the Multi Stud Event column until the action taken (consequence) has been assigned.

7. Click the "Do Multi-Student Event" button at the bottom of the screen.

8. The confirmation message window will appear. ("This will associate the selected referrals in a multi-student event. Continue?")
9. Click OK.
10. Multi-student association created successfully will appear at the top of the screen.

Both Referrals were created/submitted under ADMIN access

Print the corresponding referrals from Student Pass prior to joining events. Remember which Event will be used as the primary event. This is the referral which other individuals will be linked to.

1. Click on the Home tab.
2. Select Referrals from the sidebar on the left.
3. Select View (ADM).
4. Check "Include Submitted".
5. Click Find.
6. Click the red arrow in the DEL column to delete the referral for the additional individual(s).
Note: Print a copy of the referral prior to deleting. You will need to reference this later during the linking process.
7. Click OK to confirm deletion.
8. Click on the Home tab.
9. Select Referrals from the sidebar on the left.
10. Select Create (ADM).
11. Enter the second student ID.
12. Click "Click here for multiple student incident" link.
13. The Events window will appear.
14. Select the referral you want to link to.
Note: The incident will not display in the events window if the action has not been assigned. The action must be assigned first before proceeding with linking the incident.
15. Click Select.
16. Click Refresh button.
17. The content of the referral will populate with the information from the referral in which it was linked to.
Note: Update the content to reflect the current individual. Refer to the copy of the referral you made earlier.
18. Proceed with completing the referral for the second individual.
19. Click Submit.
20. Referral Saved Successfully message will appear at the top of the screen.
Note: Repeat steps 8-19 above to add additional individuals to this referral.