

# **StudentPass Quick Reference Guide**



**Teacher Access**

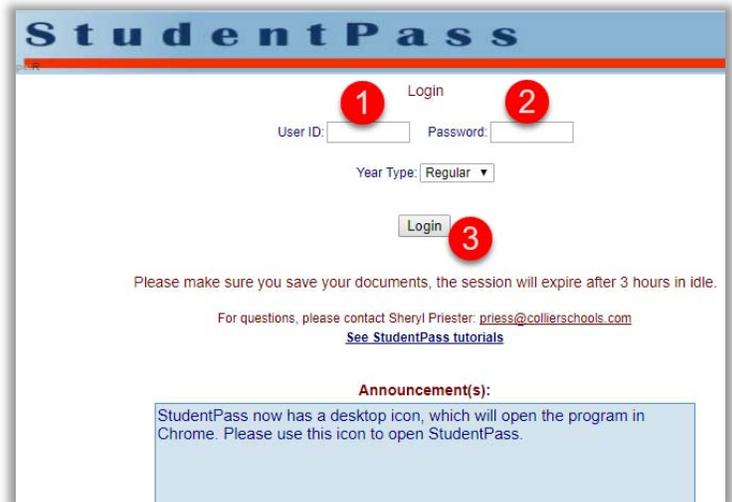


### Accessing StudentPass

1. Use the StudentPass icon on your desktop  
**OR**

1. Visit the District website.
2. Click the Staff tab.
3. Select the Technology Resources sub-tab.
4. Select Student Pass.

Note: StudentPass is an intranet only application.



### Logging In

1. Enter your current network username and password

2. Click Login

Note: Student Pass does not like passwords which contain the special characters \* or ^.

The Teacher main menu will display. Here you may choose the correct screen for your specific needs. The items are in alphabetical order.

### Navigating in StudentPass

#### Selecting a School

If assigned to multiple schools/locations, you will need to select the proper school and access needed for the task at hand. All assigned school(s)/access types will appear in the drop-down.

1. Click the drop-down in the upper right corner.
2. Select the school/access type.

Note: Location information is located in the upper left corner of your screen.



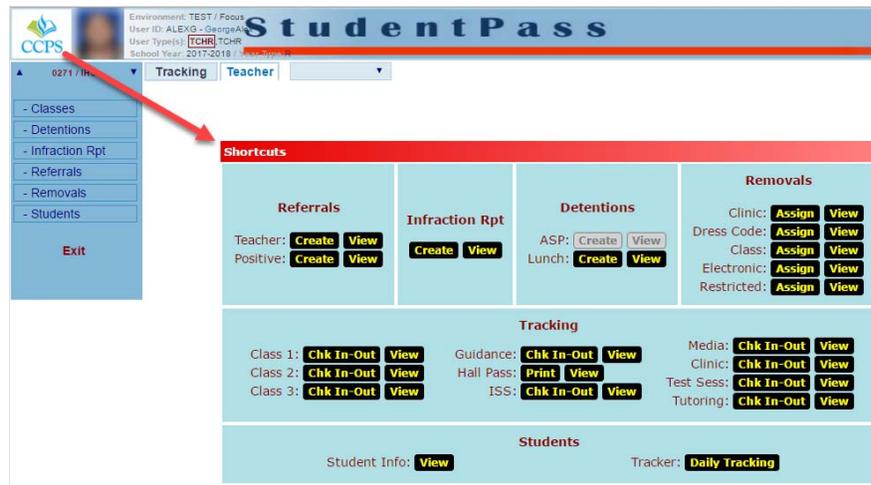
## Shortcuts Dashboard

The shortcuts dashboard will display once you have successfully logged in to StudentPass. The dashboard provides links to the features that users access most often, and enables direct navigation from the shortcut menu.

This dashboard can be displayed/accessed from any screen within StudentPass.

1. Click the CCPS logo in the upper left corner of the screen to easily access the dashboard.
2. The dashboard will display in the middle of the page.
3. Use the links to easily navigate to the preferred menu option.

Note: Click outside of the window to close the shortcuts dashboard.



## Left Sidebar Menu

The sidebar menu can be used to quickly access various menu options such as creating and viewing features.

## Searching

### Student ID number

1. Enter the 6-digit student ID number in the Student ID field.
2. Allow the student information to load.
3. **Do Not** press Enter or Click Find, the information will automatically load once the correct number of digits is entered.

**Note: NHS must enter 2 spaces after the student ID number in order for the information to register.**

Student Information

Enter one or more letters of the first or last name and click Find.

Last Name: <input type="text"/>	Or	First Name: <input type="text"/>	Or	<b>Student ID: <input type="text"/></b>	Find
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### Student Name

1. Enter the first few letters of the student Last and/or First Name in the proper field(s).
2. When you start to type in the name field, matching search criteria will display in the drop-down.
3. Select the desired Last and/or First Name from the drop-down.
4. Click Find.

5. If there is more than one name that meets the search criteria entered, the “Select Student” drop-down will appear.
6. Select the student name from the drop down.
7. The student’s information will auto-populate.

Student Information

Enter one or more letters of the first or last name and click Find.

Or First Name: 
Or Student ID: 
Find

Taveras

Taylor

## Removals

To access Removals:

Left Sidebar Menu:

1. Click the Removals link in the left sidebar.
2. Click the type of removal you are wanting to assign (i.e. Clinic Assign link).
3. Search for and Select the student.

Shortcuts Dashboard Menu:

1. In the Removals column, Select the type of removal from the shortcuts list.
2. Search for and Select the student.

### Assigning a Removal

There are several types of removals which can be assigned.

**Clinic Pass Removal** – Student needing a pass to go to the Clinic.

1. Click the Assign button.
2. The “Saved Successfully” message will appear at the top of the screen.

Click Assign to assign a Clinic Pass to this student.

**Dress Code Removal** – Violation of the District’s or School’s uniform policy.

1. Click the Assign button.
2. The “Saved Successfully” message will appear at the top of the screen.

Click Assign to assign a Dress Code Removal to this student.

**Electronic Removal** – Student using electronic device in class for purposes not related to instructional content (i.e. texting, social media, etc.).

1. Select a Reason.
  - BYOD device (District device)
  - Non-BYOD device (Personal device)
2. Click the Assign button.
3. The “Saved Successfully” message will appear at the top of the screen.

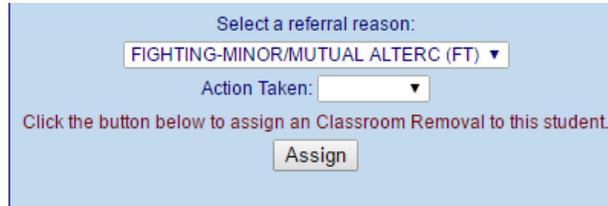
Select a reason and click assign to assign an electronic removal for this student.

Reason:

**Classroom (Emergency) Removal** – Student causes a significant disturbance in the classroom which prevents the teacher from delivering instruction.

*Note: This must be completed immediately when sending a student out of the classroom (to notify office staff). The referral may be completed then or by days' end, depending on school policy.*

1. Select a Referral Reason.
2. Select the Action Taken.
3. Click the Assign button.
4. The “Saved Successfully” message will appear at the top of the screen.



Once a classroom removal is assigned, an email notification is automatically generated to notify the Office Staff.

**Restricted Removal** – Student has limited restrictions such as no hall pass and must be issued a pass to leave the classroom.

1. Click the Assign button.
2. The “Saved Successfully” message will display at the top of the screen.



Viewing Removals

To View a list of removals you have assigned:

1. Click the Removals link in the left sidebar.
2. Select the View option for the removal list you are wanting to view (i.e. Clinic View link, Elec View, etc.)
3. Select a date range or enter the student ID number.  
Note: The date range will default to the current semester from/to dates.
4. Click Find.



Student ID	Student Name	Grade	Removed By	Penalty	Issue date	Removal Date	BYOD Reason
		11				8/21/2017 8:22:18 AM	Non-BYOD device

**Infractions (minor)**

To access Infractions:

Left Sidebar Menu:

1. Click the Infraction Rpt link in the left sidebar.
2. Click Create.
3. Search for and Select the student.

Shortcuts Dashboard Menu:

1. Select the Infraction from the shortcuts list.
2. Search for and Select the student.

**Creating an Infraction**

1. Search for and Select the student.
2. The student information fields (student ID, grade, and name) will auto-populate.
3. Select the Specific Problem Behavior.  
*Note: The correct infraction number will generate once the specific problem behavior is selected. After the 3rd infraction for the same specific problem behavior with the same teacher, it will automatically turn into a referral. Make sure you are entering/selecting information for the correct infraction incident.*
4. Select the Period (timeframe), Date, and Time the event occurred.
5. Select the Location of Incident.
6. Select two or more interventions used.
7. Select the Possible Motivation.
8. Select one or more Others Involved.
9. Click the Submit button at the bottom of the screen.
10. The Infraction Report “Saved Successfully” message will display in red at the top.

We respectfully request your support to resolve the problem behavior mentioned below. This form is incident. The student has been given warnings and re-taught the expectations and specific rules concerning this infraction. This is not a referral; however, continuation of this behavior may result in an office discipline referral.

Specific Problem Behavior: **FAIL TO FOLLOW REASONABLE**

ID/Student Name: / Grade: 09 Teacher: /

1st INCIDENT ~ Date: 8/17/2017 Time: 08:00 AM Location: /

**INTERVENTIONS**  
(Check all that apply - at least 2 required):

2nd INCIDENT ~ Date: / Time: / Location: /

Specific Problem Behavior: **FAIL TO FOLLOW REASONABLE REQ. (FF)** Teacher: **GEOR**

**INTERVENTIONS**  
(Check all that apply - at least 2 required):

Apology  Student Conference  Avoid

Extra time spent on task Date: / Outcome: /  Avoid

Individual modification  Loss of class privilege  Loss of item in class  Guidance notified (required by incident # 2, if apply)  Obt

CCPS - StudentPass

**IMMOKALEE HIGH SCHOOL CLASSROOM INFRACTION REPORT**

Dear Parent,

We respectfully request your support to resolve the problem behavior mentioned below. This form is used to document a recurring classroom behavior incident. The student has been given warnings and re-taught the expectations and specific rules concerning the infraction prior to recording on this form. This is not a referral; however, continuation of this behavior may result in an office discipline referral.

Specific Problem Behavior: 1

ID/Student Name: / Grade: / Teacher: / Period: 2

1st INCIDENT ~ Date: / Time: / Location Of Incident: /

**INTERVENTIONS**  
(Check all that apply - at least 2 required):

Apology  Student Conference

Extra time spent on task Date: / Outcome: /

Individual modification  Loss of class privilege  Loss of item in class  Guidance notified (required by incident # 2, if apply)

Lunch detention Date: /

Peer support Counselor: /

Prompt (visual/auditory)  Parent contact made (required by incident # 3)

Redirection Via:  In person  Phone conf.  Other

Re-teach expectation Date: /

Reward correct behavior Phone: /

Seat change Name: /

Student contract Outcome: /

Verbal cue

**POSSIBLE MOTIVATION**  
(Check One):

Avoid Adult  None

Avoid Peer(s)  Peers

Avoid Task/Activities  Peers and staff

Obtain Adult Attention  Staff

Obtain Items/Activities  Substitute

Obtain Peer Attention  Teacher

Other  Other

Unknown  Unknown

Comments: [Max 300 chrs] 6

Submit 7

Print 8

**Printing an Infraction**

The Print button will only appear once you have successfully submitted the infraction.

1. Click the print button at the bottom of the screen.
2. The infraction will display in a new tab.
3. Right click on the screen and Select Print.

**Viewing an Infraction**

1. Click View or View List in the Infraction menu.
2. Select the Infraction Reports From date.  
*Note: In addition, a student ID number may be entered to display infractions for an individual student.*
3. Click Find.
4. All infractions in which you have created will display.  
*Note: You are only able to view infractions in which you have created.*

Location Of Incident: Class

**POSSIBLE MOTIVATION**  
(Check One):

Avoid Adult

Avoid Peer(s)

Avoid Task/Activities

Obtain Adult Attention

Obtain Items/Activities

Obtain Peer Attention

Other

Unknown

Context menu: Back, Forward, Reload, Save as..., Print..., Translate to English, Adobe Acrobat, View page source, Inspect

- Click the blue arrow in the View column to view the content of the infraction.
- Note: The INC column will keep track of how many incidents or infractions you have documented for that student per that specific problem behavior.

**View Infraction Report List**

Infraction Reports From:

Optional: Student ID:

Student ID	Student Name	Teacher Name	Infr. Rpt. Date	Grade	INC	View
			8/16/2017 02:05 PM	09	1	
			8/17/2017 01:05 PM	09	1	
			8/17/2017 02:10 PM	09	1	
			8/18/2017 11:30 AM	11	1	
			8/18/2017 11:30 AM	11	1	
			8/18/2017 01:45 PM	09	1	

### Deleting an Infraction

Notify your School Administrator of any Infraction(s) which may have been created in error. Teachers may not delete infractions.

### Referrals (major)

#### Creating a Referral

- Search for and Select the student.
- The student information fields (student ID, grade, and name) will auto-populate.
- Select the date, time, location, possible motivation, and period in which the event occurred.
- Select the Incident/Reason for Referral.
- In the Comments box, enter the facts regarding the behavior. No subjective verbiage.
- Select the Prior Interventions Taken. Mark all that apply.
- Select the Communication. Mark all that apply.
- Select the Expectations NOT Met.
- Click the Submit button at the bottom of the screen.
- The "Referral Saved Successfully" message will display in red at the top.

The screenshot shows a web form for creating a referral. It includes fields for Student Name, Teacher/Staff, Student ID, Grade, Date, Time, Location, Involvement (STUDENT), P. Motiv., and Period. The form is divided into several sections:

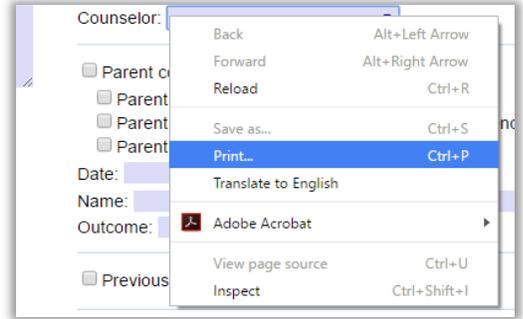
- 1. INCIDENT/REASON FOR REFERRAL:** Includes dropdowns for '4th Plus Intervention - Requires Class Infraction Report' and 'Major Incident per Behavior Category Chart'.
- 2. COMMENTS:** A large text area for entering specific comments regarding behavior.
- 3. PRIOR INTERVENTIONS TAKEN:** A grid of checkboxes for various interventions such as Apology, Re-teach expectation, Extra time spent on task, Reward correct behavior, Individual modification, Seat change, Loss of class privilege, Student conference, Loss of item in class, Student contract, Lunch detention, Verbal cue, Peer support, and Prompt (visual/auditory).
- 4. COMMUNICATION:** Includes checkboxes for 'Student conference [CS]', 'Guidance notified (required by incident # 2)', 'Parent contact made (by incident # 3)', and 'Previous Major Office Discipline Referral'. It also has fields for Date, Time, Counselor, Name, and Phone #.
- 5. EXPECTATIONS NOT MET:** A row of checkboxes for PRIDE, Perseverance, Respect, Involvement, Discipline, and Enthusiasm.

Red callout numbers 1 through 7 are placed over the form to indicate the steps described in the text above.

### Printing a Referral

The Print button will only appear once you have successfully submitted the referral.

1. Click the print button at the bottom of the screen.
2. The referral will display in a new tab.
3. Right click on the screen and Select Print.



### Viewing a Referral

1. Click View or View List in the Referral menu.
2. All referrals in which you have created will display. You are only able to view referrals in which you have created.

Note: Select the Referrals from the date field to narrow your search window. In addition, a student ID number may be entered to display referrals for an individual student. Click Find to display the referrals matching the search criteria specified.

Teacher Referrals List

Referrals From: 8/16/2017

Optional: Student ID:  Include Submitted  Grade:  Find

Student ID	Student Name	Teacher Name	Referral Date	Created Date	Processed Date	Gr	Discipline Incident	Actions Taken	Adm'l Actions	Agmts	ADM	Proc'd By	Schl	UPD
			08/17/2017	08/21/2017	08/21/2017	09	PROFANITY TOWARD STAFF [ (PV)							0271 →

### View referral content:

1. Click the green arrow in the UPD column to view the content of the referral OR Click the student ID number to display the content for the selected referral within the referral list.

Optional: Student ID:  Include Submitted  Grade:  Find

Student ID	Student Name	Teacher Name	Referral Date	Created Date	Processed Date	Gr	Discipline Incident	Actions Taken	Adm'l Actions	Agmts	ADM	Proc'd By	Schl	UPD
			02/15/2017	02/15/2017	02/16/2017	10	INSUBORDINATION/DISOBEDIENCE [ (ID) OUT OF AREA [ (OA)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →

Referral Date/Time: 2/15/2017 / 12:30 PM

Teacher/Staff: [redacted] - Location: Class - Others Involvement: STUDENT - Possible Motivation: avoid task/activity - Period: 06

Incident/Reason For Referral: Specific Problem Behavior (1): INSUBORDINATION/DISOBEDIENCE [ (ID) - Specific Problem Behavior (2): OUT OF AREA [ (OA)

Expectations NOT met PRIDE Perseverance / Respect / Involvement / Discipline / Enthusiasm /

Comments:

Action(s) Taken: After School Detention [A0]: Day(s): 4 / Dates: 2/21/2017,2/22/2017,2/23/2017,2/24/2017,

Additional Action(s): CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)

Referrals Amt: 3

### Check the processing status of a referral:

1. Select the Include Submitted checkbox to view your referrals that have been processed and to view the action taken by Administration.

Teacher Referrals List

Referrals From:

Optional: Student ID:  Include Submitted  Grade:  Find

Student ID	Student Name	Teacher Name	Referral Date	Created Date	Processed Date	Gr	Discipline Incident	Actions Taken	Adm'l Actions	Agmts	ADM	Proc'd By	Schl	UPD
			02/15/2017	02/15/2017	02/16/2017	10	INSUBORDINATION/DISOBEDIENCE [ (ID) OUT OF AREA [ (OA)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →
			02/15/2017	02/15/2017	02/16/2017	10	INSUBORDINATION/DISOBEDIENCE [ (ID) OUT OF AREA [ (OA)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →
			02/23/2017	02/23/2017	02/23/2017	10	OUT OF AREA [ (OA)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →
			01/25/2017	01/25/2017	01/27/2017	10	OUT OF AREA [ (OA)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →
			01/23/2017	01/23/2017	01/24/2017	10	OUT OF AREA [ (OA)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →
			03/03/2017	03/03/2017	03/07/2017	10	DISRUPTION [ (RX)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →
			05/02/2017	05/02/2017	05/02/2017	10	OUT OF AREA [ (OA)	ASP (4 day(s))	CONFERENCE W/STUDENT (CS) PARENT LETTER (PL)		Y			0271 →
			05/02/2017	05/02/2017	05/03/2017	10	CLASS CUT [ (CC)							0271 →

### Deleting an Referral

Notify your School Administrator of any Referral(s) which may have been created in error. Teachers may not delete referrals.

### **Detentions**

Lunch Detentions are issued for minor incidences.

Note: You may choose to document the lunch detention as one of the interventions used on an infraction report.

### Creating a Lunch Detention

1. Search for and Select the student.
2. The student information fields (student ID, grade, and name) will auto-populate.
3. Select the Reason(s) for the Detention.
4. Select the Date Detention is to be Served.
5. Click Submit Only.
6. The "Detention Saved Successfully" message will display in red at the top.

### Printing a Lunch Detention Form

Make sure you have successfully submitted the Lunch Detention prior to printing.

1. Click the print button at the bottom of the screen.

### Viewing a Lunch Detention

1. Click View or Lunch Det Rpt in the Detention menu.
2. Select the Detention date range.  
Note: In addition, a student ID number may be entered to display lunch detentions for an individual student.
3. Click Find.
4. All lunch detentions in which you have created will display.  
Note: You are only able to view lunch detentions in which you have created.
5. Click the green arrow in the UPD column to view the content of the lunch detention.
6. Refer to the ATT column to see whether the lunch detention was served.
7. Refer to the DEL column to see if a detention was deleted by Administration.

### **Lunch Detention Report**

1 detentions found.

Student ID	Student Name	Reason(s)	Teacher Name	Grade	Serv. Date	Att	DEL	UPD
		Classroom Disruption		12	8/22/2017			Det. →

### Deleting a Lunch Detention

Notify your School Administrator of any lunch detention(s) which may have been created in error. Teachers may not delete detentions.

## Students

### To view student specific information

1. Search for and Select the student.
2. The student information will display.
3. Click the Select Student Data drop-down menu to view the students' schedule, tardies, tracker information, schedules, parent contact info, etc. for that day.

