

## CHANGING ADMIN REFERRAL TO/FROM A MINOR INFRACTION

To change an **ADMIN** referral > **MINOR** infraction

- Go to the referral
- Select appropriate code under the 'Teacher Code' options
- Select minor infraction
- Save

The screenshot shows the 'Referrals' form in a software application. The 'Minor Infraction' checkbox is selected, and the 'Teacher Code' dropdown menu is open. Red arrows labeled 'SELECT' point to the 'Minor Infraction' checkbox and the 'Teacher Code' dropdown. The 'Reviewed By Admin' checkbox is also visible.

Student	Reporter	Incident Date	Submission Date
		02/16/2023	02/21/2023
Reviewed By Admin	Closed	Minor Infraction	Teacher Code

To change a **MINOR** infraction > **ADMIN** referral

- Go to the referral
- Remove the 'teacher code'
- Unselect minor infraction
- Select 'Reviewed By Admin'
- Enter discipline consequences under 'Actions Taken By Discipline Staff'
- Save

The screenshot shows the 'Referrals' form in a software application. The 'Minor Infraction' checkbox is unselected, and the 'Teacher Code' dropdown menu is empty. Red arrows labeled 'UNSELECT' point to the 'Minor Infraction' checkbox, and red arrows labeled 'REMOVE' point to the 'Teacher Code' dropdown. The 'Reviewed By Admin' checkbox is selected. Below the form, the 'Actions Taken By Discipline Staff' table is visible, with a red arrow pointing to it.

Student	Reporter	Incident Date	Submission Date
		02/16/2023	02/21/2023
Reviewed By Admin	Closed	Minor Infraction	Teacher Code

  

Days Completed	Action Code	Taken Date	Date Begins	Date Ends	Return Date	Length of Action	Attendance Code	Zero-Tolerance: Expl
		02/22/2023						Z - Student was not ...