

Discipline: Referral Log

The Referral Log summarizes the discipline history of a student and is used primarily for official meetings such as Manifestations or court hearings.

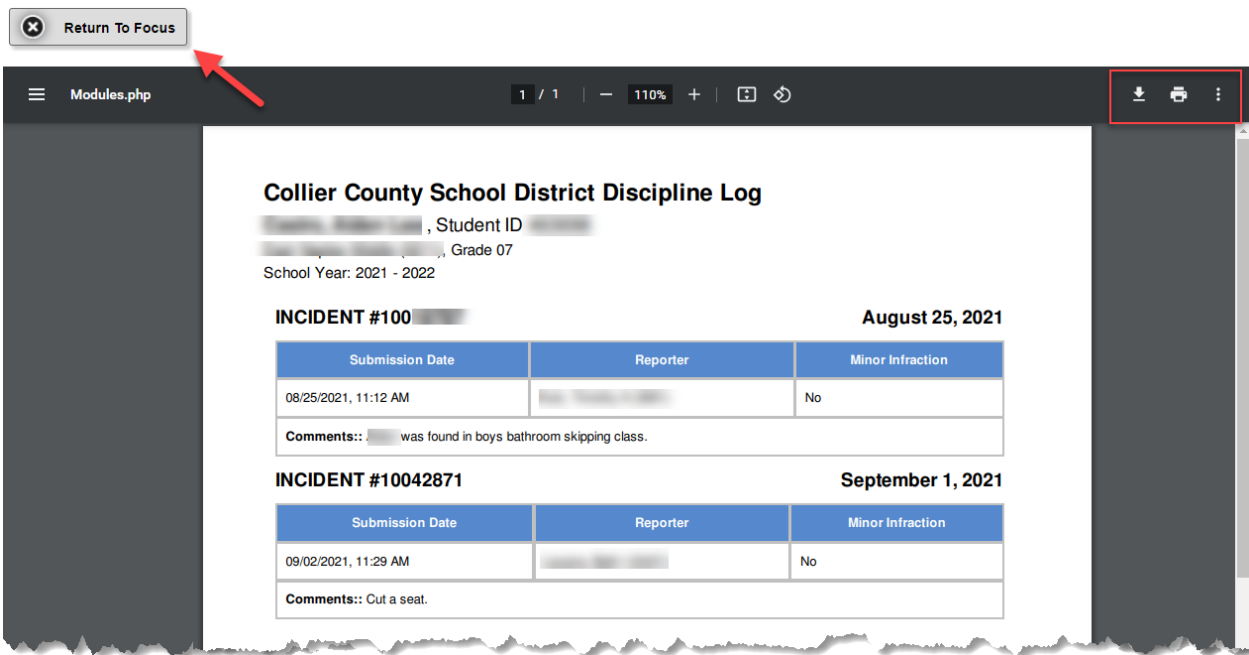
1. Click the Discipline tab.
2. Select Referral Log.
3. The search screen will display.
 Note: To limit results, select the desired school year and school; and Do Not select Include All Referrals from All Years and All Schools.
4. Select or enter your search criteria.
5. On the right side of the screen, select Include All Referrals from All Years and All Schools if needed.
6. Select Include Minor Infractions if you would like to include minor infractions on the report.
7. Under Include in Referral Log, select each referral field to include on the log.
8. Click Search.

9. The referral log results screen is displayed listing student(s) meeting your search criteria.
10. Select the checkbox next to each applicable student or click Select All at the top of the screen to select the students in the list.
11. Click Get Referrals.

Select	Student ID	Student Name	School	Grade	Referrals
<input checked="" type="checkbox"/>				07	2

Discipline: Referral Log

12. The PDF preview is generated with each student's log starting on a separate page. This can be saved to your computer or printed.
13. Click Return to Focus when finished.



Return To Focus

Modules.php | 1 / 1 | 110% | [Icons]

Collier County School District Discipline Log

Student ID [Redacted], Grade 07
School Year: 2021 - 2022

INCIDENT #100 **August 25, 2021**

Submission Date	Reporter	Minor Infraction
08/25/2021, 11:12 AM	[Redacted]	No
Comments:: [Redacted] was found in boys bathroom skipping class.		

INCIDENT #10042871 **September 1, 2021**

Submission Date	Reporter	Minor Infraction
09/02/2021, 11:29 AM	[Redacted]	No
Comments:: Cut a seat.		