



WebPams School Administrator Guide

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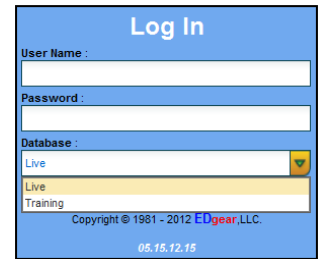
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JPAMS works best in *Firefox, Google Chrome, or Internet Explorer 9.*

Logging In

1. At the login screen, enter your username and password.
2. If you are using the live site, click **Login**.
3. To access the training site, click the dropdown arrow and select *Training*. Then click **Login**.



Basic Navigation

Menu Bar

The top of JPAMS has a menu bar that contains several features.



Status

The first feature is the color of the menu bar. If the menu bar is red, you are in training mode and the title will say training. If the background is gold you are in live mode.

Live mode is the data that actually is used to run the school. Training mode is used for training and testing purposes and does not reflect true data.

User

The user indicator will have *Welcome* (username).

Icons



- This is your favorites. From here you can save your 10 favorite programs and launch them.



- This is a link to the help system.



- This is the logout button.

Navigator

The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.

Within each application area there are several broad program types:

Entry

List

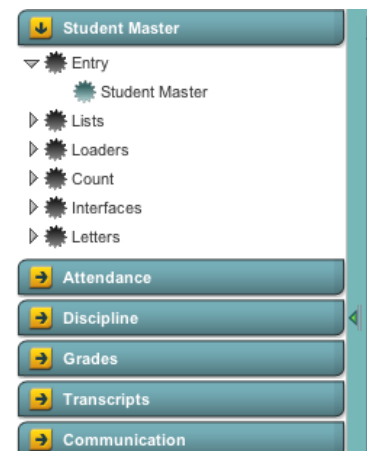
Loader

Count

Interface

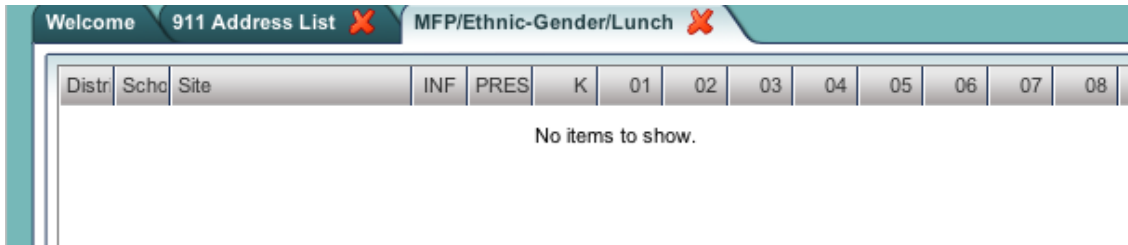
Letter

Trends



Workspace

The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows. You can have several different programs open at any given time. You can select a tab to switch the active program. When you are finished with a program you can click on the red "X" at the top of the tab to close the individual program.



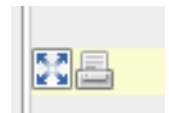
Notifications

This window will be visible when you login to JPAMS. It will display JPAMS and district notices.




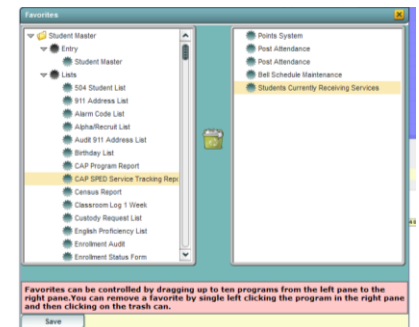
Enrollment and Ethnic Breakdown Graphs

These graphs will be visible once you login to JPAMS. You can enlarge the graph by clicking the **Show in Larger Window** icon. To print, click the **Print** icon.




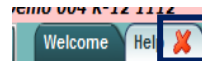
Adding Links to Favorites

1. Click the **Favorites** icon. 
2. Select **Configure**.
3. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
4. Click **Save**.
5. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click **Save**.



Accessing Help

1. Click the **Help** icon. 
2. Select the main topic area from the list on the bottom of the page.
3. Choose a topic under the necessary category.
4. Directions will be listed. If a video has been created, it will be listed at the top of the page.
5. Click the red **x** on the **Help Tab** to close the window.



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- 2 Accessing
- 3 Student Master
- 4 Attendance
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- 9 Communication
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Overview

WebPams is the latest evolution in school management software.

Interface Overview

Notifications

Accessing

Logging In

Student Master

This section contains the programs that have to do with student information.

Attendance

Programs that deal with student attendance.

Discipline

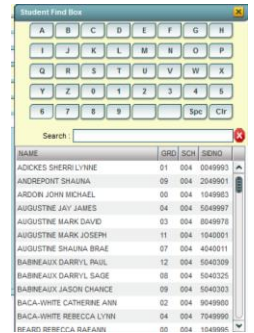
Programs that deal with student discipline.

Student Master

Find a Student using the Find button

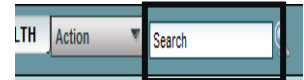


1. On the upper left navigation pane, click on **Student Master** under **Entry**.
2. In the *Student Master Setup* window, ensure the correct **year**, **district**, and **school** are selected.
 - a. The current year will be selected and the district and school should be defaulted based on security.
3. Click **Ok**.
4. Click the **Find** button located at the bottom of the *Student Master* screen. This brings up a list of students in alphabetical order.
5. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
6. The student information will appear on the *Student Master* screen.
7. Flags in the top right corner will be visible if a student has been classified as SPED, 504, LEP, or has a health flag.
 - a. Special Ed button colors:
 - i. **Blue** = student has not been evaluated yet
 - ii. **Gold** = student has an initial evaluation but not an IEP.
 - iii. **Gray** = student is speech only
 - iv. **Purple** = student is Gifted / Talented
 - v. **Red** = student has an active IEP.



Find a Student using the Search Bar

1. The search field is the blank field to the right of **Action** at the top of the screen. Search by typing all or part of the student's last name, first name, social security number, or student ID number and hit **Enter** on the keyboard.
2. A list of possible matches is displayed and can be sorted using any column heading.
3. Select the desired student. The student information will appear in the *Student Master* screen.
4. **TIP:** The user can search for Student Name, Father Name, Mother Name, Guardian Name, and any phone number in the Search bar.



Student Master Screen Features

There are many areas to store different types of information on the **Student Master** Screen. Some of the commonly referred to fields are described below:

Save button: **When entering or editing data in Student Master, it is important to click the Save button.** Any work done is not retained until the **Save** button is clicked.

Name: Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, and phone numbers of the student. Address and phone information can be copied from the student's information to the Guardian, Father, and Mother by clicking the **Copy Address** button.

Guardian: Click in this field to enter/edit a guardian's name, address, email, and phone information. Information can be copied from the **Mother** or **Father** by clicking the **Copy From ...** buttons at the bottom of the Guardian window. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data.**

Father and **Mother:** Click in these fields to enter/edit names, addresses, email, and phone numbers of the student's father and mother. There is a check box to indicate if the mother or father is a stepparent. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to **Mother/Father cannot access Internet data.**

Emergency: Click to enter or edit a person to contact in case of an emergency for the student.

Homeroom: Click to enter a homeroom for the student. There are other ways to load many students, or selected students, into a homeroom. These are described in the section labeled **HMRM/Advise.**

Special Codes: This field allows you to bring up a box that will list any special information for that student. By clicking on the drop down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as **Lunch Type** and **Lunch ID.** You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.

School Clubs: This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the **School Clubs** name, a box will appear. Click on the arrow and a drop down list of clubs will appear. You may select up to 10 clubs for this field.

Alarm Codes: This field will allow you to assign codes that indicate a student needs special or immediate attention. This code will display when a student with an alarm code is checked out of school.

Entry Date: Contains the date the student entered the school. A user can click to enter/edit the entry code, entry date, and school transferring from.

Leave Date: Contains the date the student left the school. A user can click to enter/edit the leave code, leave date, and school transferring to. **Note: Proper use of the leave code is crucial.** Using a leave code that contains a **"D"** will result in a dropout assigned to the school.

US Entry: If a student was born in another country, a user would click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is **Limited English Proficient.** Funding goes to your district to educate students with a Limited English Proficiency code.

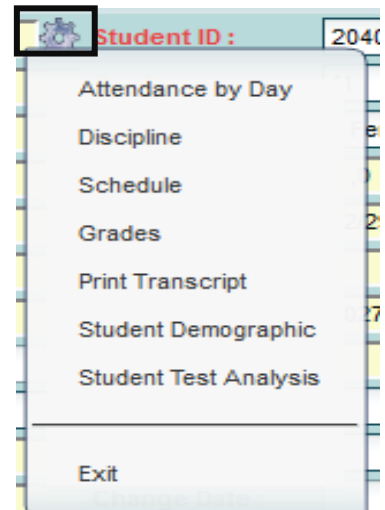
SBLC Code: A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.

Old SSN: If a student's SSN was changed, the old one appears here.

Old SSN D: If a student's SSN was changed, the date of the change appears here.

Using the Gear Box

1. Find the student using the *Search* box or the *Find* button.
2. Click on the **gear icon** at the end of the *Student Name* field.
3. Make a selection.
 - Attendance by Day
 - Discipline
 - Schedule
 - Grades
 - Print Transcript
 - Student Demographics page
 - Student Test Analysis
 - Exit-closes window



Interpreting the Attendance by Day Screen

The Attendance by Day screen is accessed by the gear box in Student Master or in SBLC, as well as other areas of JPams. The window shows important details about the student's attendance.

The top half of the window shows each attendance record. Each record shows the check in/check out information on the attendance record, if an excuse note was posted, and if the day was a full day, half day, or other.

Time / Date / Code items:

OTIM = Check out time

OCOD = Check out code. U means "unexcused", S means "suspension", E means "excused", and D means "doctor/medical".

DRCD and **PSTD** = Excuse brought in, and date brought in.

Amount of Day items:

F = Full Day absence

H = Half Day absence

O = Less than half day. Usually a check in / check out of less than 25% of the day.

Classification items:

U = Unexcused

S = Suspended

E = Excused

ND = Note from Doctor, Medical, or Extenuating Circumstances

OP = Other Present such as field trip or ISS.

Summary Line:

Shows a count of Full, Half, and Other absences. The Full day count is then split into categories of Unexcused, Suspended, Excused, and Note from Doctor.

DATE	OTIM	OCOD	ITIM	ICOD	DRCD	PSTD	F	H	O	U	S	E	ND	OP	D									
03/23/2011	07:45	05 U	10:05	01 E					*			O												
03/17/2011	07:45	09 S					*				F													
03/16/2011	07:45	09 S					*				F													
03/01/2011	07:45	05 U	10:10	07 N					*				O											
02/21/2011	07:45	36 N			15 E	2011-02-21	*					F												
01/20/2011	07:45	05 U	12:39	01 E				*				H												
01/19/2011	07:45	05 U	08:14	01 E					*			O												
01/10/2011	07:45	09 S					*				F													
<table border="1"> <thead> <tr> <th>NAME</th> <th>HMRM</th> <th>F</th> <th>H</th> <th>O</th> <th>U</th> <th>S</th> <th>E</th> <th>ND</th> </tr> </thead> <tbody> <tr> <td>ADICKES, SHERRI LYNNE</td> <td>CART CYNTHIA L</td> <td>7</td> <td>2</td> <td>6</td> <td>0</td> <td>4</td> <td>1</td> <td>2</td> </tr> </tbody> </table>							NAME	HMRM	F	H	O	U	S	E	ND	ADICKES, SHERRI LYNNE	CART CYNTHIA L	7	2	6	0	4	1	2
NAME	HMRM	F	H	O	U	S	E	ND																
ADICKES, SHERRI LYNNE	CART CYNTHIA L	7	2	6	0	4	1	2																

In the example above, of the 7 full days, 0 are unexcused, 4 are due to OSS, 1 is excused, and 2 are doctor/medical/extenuating circumstances.

Tabs at the Bottom of the Student Master Screen:

- **Demographic:** First screen displayed when entering **Student Master**. Basic information on a student is displayed here.
- **Addresses:** This tab will display all name/address/phone information contained in the **Student, Guardian, Father, Mother, and Emergency** fields.
- **Misc:** This tab will display information such as **Sports, Fees, and Graduation** (if early graduate) data.
- **Programs:** This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.
- **Voc 1:** This tab will allow you to input vocational information about the student.
- **Perms:** Student permissions for the student are stored here.
- **Log:** A file that allows an Administrator or Counselor make journal entries on a student.
- **ENHIST:** A very important tab. This tab indicates the **enrollment history** of the student in the district.
- **504:** This tab will display details about the student if the student has been identified as 504.

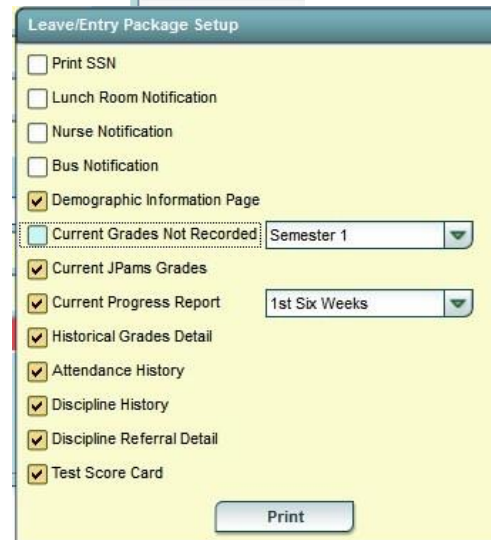
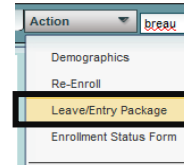
Print Entry/Leave Packet

This report is handy as it makes a packet of data on the student in one report. Would be a time saver when meeting with staff or parents on a student, initial Pupil Appraisal Meetings, hearings, etc...

1. Locate the student in *Student Master* , click **Action** at the top of the screen.
2. Choose **Leave/Entry Package**.
3. Check all appropriate boxes to print.

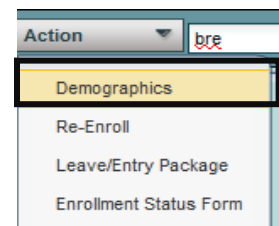
- By default, social security numbers do not print on reports. It must be selected in order to print.
- Check *Nurse Notification* to print any information a nurse has entered into the system, such as allergies and medication.
- Check *Demographic Information Page* to print student demographic information.
- Check *Current Grades Not Recorded* and select the current semester from the drop down menu to print out a list of the student's current schedule with a place for teachers to write the average for the class.
- Check *Current JPAMS Grades* to print a report card for the student.
- Check *Current Progress Report* and select the current grading period from the drop down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.
- Check *Historical Grades Detail* to print a transcript for the student.
- Check *Attendance History* to get a detailed history of the student's attendance.
- Check *Discipline History* to get a summary history of the student's discipline.
- Check *Discipline Referral Detail* to get a detailed history of the student's discipline.
- Check *Test Score Card* to get a list of state tests the student has taken and the scores received.

4. Click **Print**.
5. A *print preview* open. Click **Print**.



Print Student Demographic Sheet

1. Find the student using the *Search* box or the *Find* button.
2. Click on the **Action** button at the top of the screen.
3. Select **Demographics**.
4. A print preview will open displaying the student's demographic information. Choose either **Print** or **Save**.



Posting a Log Record from Student Master

The log is a place to store notes about a student created by Administrators and Counselors. The contents can be printed in the **SBLC Court Report** or **Discipline Court Report**.

1. In **Student Master**, click the **Find 1** button to locate the student to post to.
2. At the bottom of the Student Master screen, click the **Log** tab at the bottom of the screen.



3. Type the password of _____. (Facilitator will inform at meeting).
4. Click the **"New"** button. Type in text in the text area below the **New** button. When finished, enter the user's initials.



5. When done, click the **Save** button. The saved record will be shown with a time / date stamp.
6. To edit a log record, highlight the row containing the log record to edit. In the lower portion of the screen, edit the contents, then click the **Save** button.
7. To delete a log record, highlight the row containing the log record to edit. Click the red delete cell on the far right.

Working with Lists:

A list in JPAMS works very similar to a spreadsheet in Microsoft Excel.

- *Sort Ascending*-alphabetical order
- *Sort Descending*- reverse alphabetical order
- *Configure Sort*- custom sort using multiple columns
- *Clear sort*- clears the Configure sort option
- *Auto Fit All Columns*- adjust all columns' width to fit the text in each field automatically
- *Auto Fit*- does the same but only in the column you are working in
- *Column*- uncheck columns to hide
- *Group by*-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
 - *Ungroup*- clears Group By
- *Freeze*- keeps the chosen column stationary while scrolling from left to right

Alpha/Recruiter List

1. Under *Student Master*, expand **Lists**.
2. Select **Alpha/Recruiter List**.
3. In the *Setup* window, ensure the correct **year**, **district**, and **school** are selected.
 - The current year will be selected and the district and school should be defaulted based on security.
 - Checking *Skip Opt Out Stus* will eliminate students who have asked not to be placed on public lists. This option can be found in *Student Master* on the *Permissions* tab.
 - By default, social security numbers do not print on reports. *Show SSN on report* must be selected in order to print.
 - *Grade*, *Gender*, and *Ethnic* should be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
 - *Order to List* gives sorting options.
 - *Alpha Order*- sort alphabetically by student's last name
 - *Grade Order*- sort alphabetically by student's last name within the grade level
 - *Homeroom Order*- sort by homeroom teacher then alphabetically by student's last name
 - *Counselor Order*- sort by counselor name then alphabetically by student's last name
 - If *Print Break on Homeroom* is checked, *Order to List* will change to *Homeroom Order* when the list is printed and each homeroom teacher will be printed separately.
 - If *Show Remote Scheduled Only* is checked, only those students who are remotely scheduled will appear on the list.

Setup-11.03.11

Year : 1112

Skip Opt Out Stus

Show SSN on report

District : 027

School : 004

Grade : ., -1, 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

Gender :

Ethnic :

Order To List : Alpha Order

Print Break on Homeroom Show Remote Scheduled Only

Skip NR Students

As of Date : May 21, 2012

Special Codes :

Team Codes :

Show : All Sped Only Non Sped

Homeroom :

Counselor :

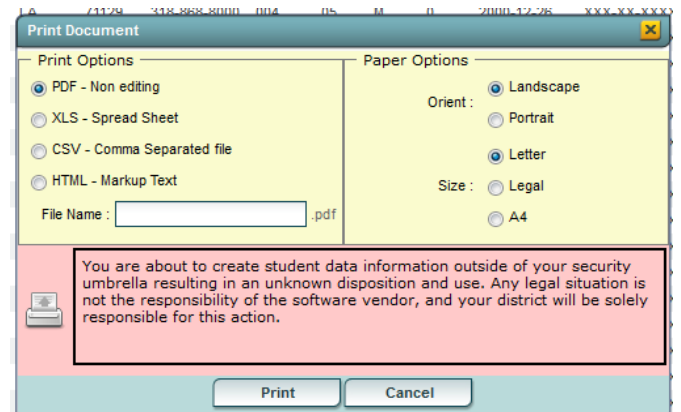
Club :

Sport :

Report Title :

OK

- If *Skip NR Students* is checked, students with an entry code of *NR* will not appear on the list.
 - The *As of Date* limits the list to only those students who are active on the date selected.
 - *Special Codes* and *Team Codes* will only display students who have the code selected. Leave blank to list all students regardless of special or team code.
 - For *Show*, select if you would like to include all students, SPED students only, or Regular Ed students only on the report.
 - *Homeroom*, *Counselor*, *Club* and *Sport* will only display students who are in the criteria selected. Leave blank to list all students.
 - Enter a **Report Title** to have that name printed at the top of the list.
4. Click **Ok** after all fields have been set as desired.
 5. The list of students meeting the settings will be displayed.
 6. Clicking on the yellow down arrow on the right side of any column header will display additional options.
 - *Sort Ascending*-alphabetical order
 - *Sort Descending*- reverse alphabetical order
 - *Configure Sort*- custom sort using multiple columns
 - *Clear sort*- clears the Configure sort option
 - *Auto Fit All Columns*- adjust all columns' width to fit the text in each field automatically
 - *Auto Fit*- does the same but only in the column you are working in
 - *Column*- uncheck columns to hide
 - *Group by*-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
 - *Ungroup*- clears Group By
 - *Freeze*- keeps the chosen column stationary while scrolling from left to right
 7. Click **Print**. In the *Print Document* window, select the appropriate format to save or print.
 - a. Highlighting rows in the list and selecting *Print* will only print those selected rows.

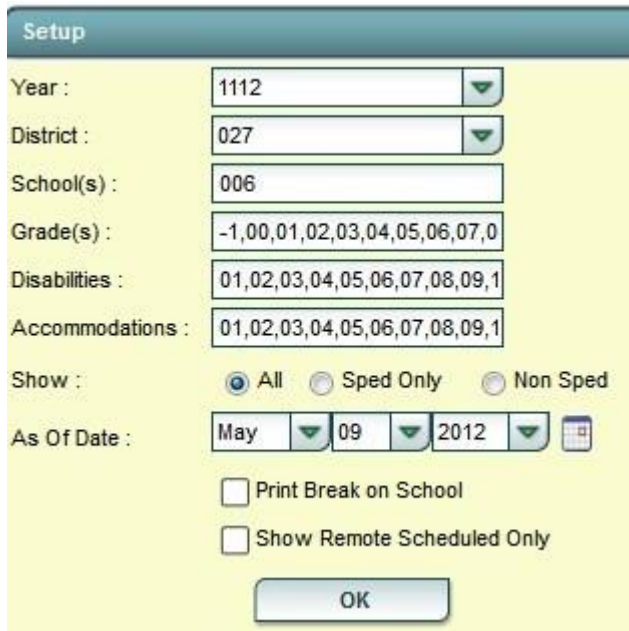


Printing a List of 504 Students

1. In **Student Master**, click **Lists** in the upper left. Move down the listing and click the link for **504 Student List**.



2. At the setup box, set the desired Year, School, and Grade(s).
 - a. **Disabilities & Accommodations:** Click in the fields and select the desired items to list, or select all to display all disabilities or accommodations.
 - b. **Show:** Select to show all students, special ed students, or Non special ed students.
 - c. **As Of Date:** Select date to show students who are enrolled for the given date.
 - d. **Print Break on School:** If the user is running a report for multiple schools, then select the “Print Break on School” option.
 - e. **Show Remote Scheduled Only:** Select this option to only list remotely scheduled students.

A screenshot of the 'Setup' dialog box. The fields are: Year: 1112, District: 027, School(s): 006, Grade(s): -1,00,01,02,03,04,05,06,07,0, Disabilities: 01,02,03,04,05,06,07,08,09,1, Accommodations: 01,02,03,04,05,06,07,08,09,1. The 'Show' section has radio buttons for 'All' (selected), 'Sped Only', and 'Non Sped'. The 'As Of Date' section has dropdowns for 'May', '09', and '2012', and a calendar icon. There are checkboxes for 'Print Break on School' and 'Show Remote Scheduled Only'. An 'OK' button is at the bottom.

3. Click **OK** to start the listing. Review, sort, or use the column tools to rearrange the listing.
4. **Note:** If the user sees 504 students with empty data in the fields on the right, the student’s 504 information will not transmit to the state SIS system. Work with data entry person(s) to enter all fields to ensure transmission.
5. Click **Print** to print the listing.

Testing List

This report is very good for providing a listing of students who are special ed along with the primary exceptionality and service. It can also provide a listing of 504 students.

1. In the left hand navigation panel, click **Special Education**, then click **Lists**, then **Testing List**.
2. At the setup box, set the desired year, grades, and other usual information.
3. Use the sort tools, group, and freeze tools to create a desired report.

MFP Report (Count of Students)

1. On the left, the Student Master panel should be open. Click on "Count"
2. Under "Count", select "MFP/Ethnic-Gender/Lunch"
3. On the setup box
 - Select the desired "Year"
 - "District", and "School" should be defaulted based on security
 - "Grades" should be left blank if all grade levels are to be included into the report. Otherwise click in the box to the right of "Grades" to select the desired grade level to be included
 - The "As of Date" limits the count to only those students who are active on the date selected
 - Enter the age from and to of the students to count
 - Check "Use SIS School" if SIS School numbers are being used
4. Click "OK"
5. A count by grade level for the school will appear. Some of the column headings are explained below:
 - MFP - number of students counted towards State Funding purposes
 - Enroll - number of students enrolled in the school
 - ? - number of students in a grade that cannot determined
 - Adj - number of students adjusted (counted as both pre kind and preschool)
 - 22+ - number of student at age 22 or older
 - NR – number of students identified as not reported in SIS to state
 - Total – number of active students
6. The tabs at the bottom will break down the totals by Regular Ed, Special Ed, gender and race, Special Codes, and Lunch Codes
7. Click "Print" to print or save the report

Create an SBLC Referral in JPams

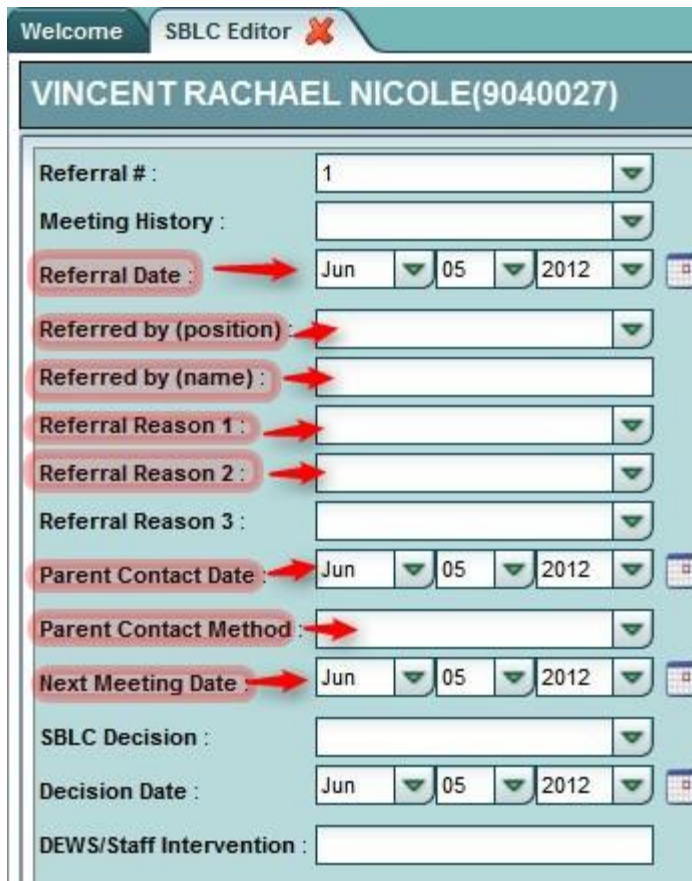
When working with a student, a user may want to create a record of meetings and interventions performed. The SBLC module allows a user to post referrals and subsequent meetings on students for DEWS reasons, as well as other concerns.

Directions

1. On the left navigation panel, **SBLC** button. Set the current year, then click **OK**.
2. At the setup box, set the desired year, district, and school, then click **OK**.
3. Click the **Find** button and browse the desired student.
4. Click the **Referral** tab on the lower left.



5. Enter information related to the reason for the referral, then click **Save**.



6. Add details on the right such as referral notes and staff members assigned to monitor the student.
7. Click the Save button to save the initial details on the student.
8. Click **Print** to print the referral.
9. To enter a meeting for the referral, click the **Meeting** tab and post initial tentative information for the first meeting.

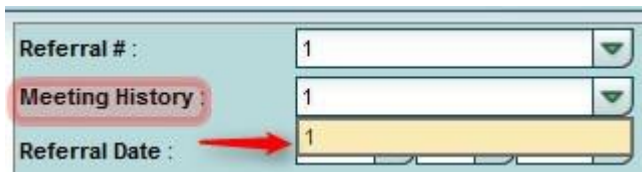
10. Click **Save**. When this is done, an email will be sent to the participant's email address.
11. Click **Print** to print the referral and the connected meetings.

Locate a Referral / Meeting for a Student

1. Click **Find** to locate the student.
2. Click the **Referral** tab at the bottom of the screen. A saved referral will be displayed.



- a. If information is added to the referral, be sure to click **Save**.
3. Click the **Meeting History** drop down box, then select the desired meeting.

A screenshot of a form with three fields: "Referral #", "Meeting History", and "Referral Date". Each field has a dropdown menu with the number "1" selected. The "Meeting History" field is highlighted with a red box. A red arrow points to the "Referral Date" field.

- a. If information is added to the meeting, be sure to click **Save**.

Print a Court Report (Summary Report) on a Student

The Court Report will create a packet of details about the student such as demographics, grades, attendance, enrollment, discipline records, transcript (if high school), and log records. It is very useful for meetings about a student.

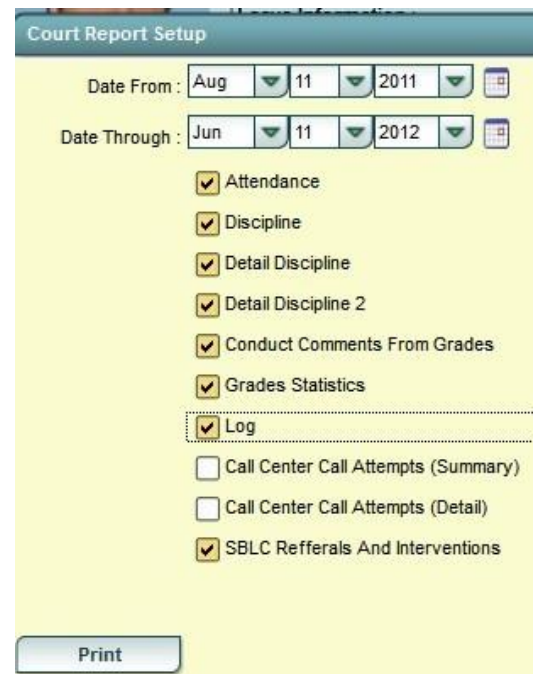
1. In the left hand navigation panel, select **SBLC**, then **Entry**, then **SBLC Editor** as shown below. After selecting the desired year and school, click **OK**.



2. In the lower right, click the **Find** button and browse to the desired student.
3. In the upper right, click the **Action** button, then **Court Report**.



4. Select the desired date range and items to include in the report, then click **Print**.



Grades

Grades Distribution Report

This report will produce a report of grades per class indicating number/percentage of A's, B's, C's, etc...

1. In the left navigation panel, click **Grades**, then **Count**, then **Grade Distribution Report**.
2. At the setup box, verify / edit the Year, School, Grade, Ethnic, and Gender fields. Select the desired **Class Period(s)**.
3. Select the desired **Marking Period**. Click **OK**.

The screenshot shows the 'Grade Distribution Report Setup' dialog box. The fields are as follows:

- Year: 1112
- District: 027
- School: 004
- Grade: 01,02,03,04,05,06,07,08,09,1
- Ethnicity: 0,1,2,3,4,5
- Gender: F,M
- Class Period: 01,02,03,04,05,06,07,08,09,1
- Course Name: (empty)
- Course Group: (empty)
- Marking Period: P111
- As of Date: May 10, 2012
- Show: All, Sped Only, Non Sped
- OK button

4. When the report is computed, results by teacher/class will be displayed. A user can click on counts to see students that comprise various counts.
5. A user can click on a teacher's name to see the discipline referrals associated with that teacher as well as any staff attendance records (if stored in WebPams).

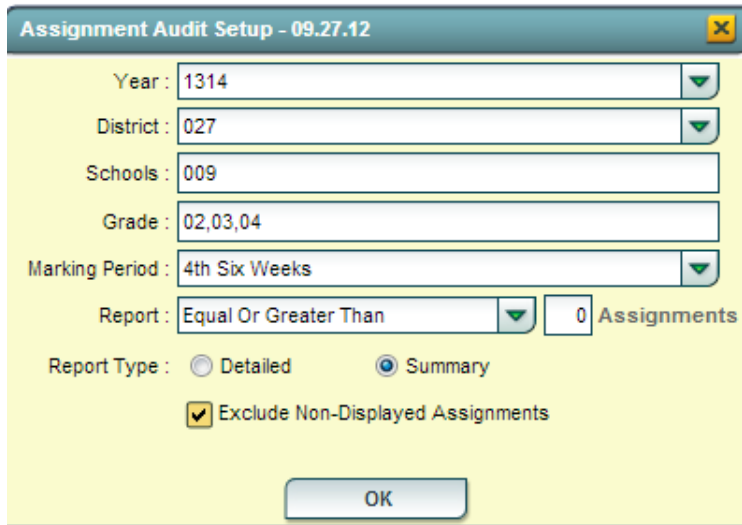
Access Teacher Gradebooks

1. In the left side navigation panel, select **Grades**, then **WebGradebook**.
2. At the setup box, verify the school, then click **Ok**.
3. On the lower left, select the desired **Teacher**, then **Course**, then **Marking Period**.
4. Review assignments. Click **Assignments**, then **syllabus** to see assignments for the class fully listed.
5. Go to **Reports** to see reports about the class such as **Curriculum Monitor** and **Grade Summary Charts**.

Check the Number of Assignments in Teacher Gradebooks

TIP: This report takes a while to tabulate (5-8 minutes).

1. In the left navigation panel, click Grades, then Count, then Assignment Audit



Assignment Audit Setup - 09.27.12

Year : 1314

District : 027

Schools : 009

Grade : 02,03,04

Marking Period : 4th Six Weeks

Report : Equal Or Greater Than 0 Assignments

Report Type : Detailed Summary

Exclude Non-Displayed Assignments

OK

2. At the setup box, set the desired grade levels of the classes, and the grading period to report against.
3. Set the **Report** to “Equal or Greater Than” and the Assignments count to “0”.
4. Set “Report Type” to **Summary**.
5. Place a check for **Exclude Non-Displayed Assignments**.
6. The results will take a little while to be produced.
7. When done, each class will show with a count of students, count of assignments, and a count of missing grades.
8. The user can click on the missing grades to see which students have blank assignment cells.

Accessing Test Scores for an Entire School or Grade Level

1. In the left navigation panel, click **Grades**, then **Entry**, then **Test Scores Editor**.
 - At the setup box, set the desired student year, grades, and other student filters.
 - Select the desired test. If desired, select the desired year/month of the test results.
 - Click the **OK** button.
2. On screen, the test results, along with subskills results will be displayed.
3. A useful function here is to use the “group” command available on any list report. A user can group results by level.
4. To enter test scores for a student, click in a student’s row to enter test data, then click the **Save** cell when finished.

Attendance:

Click **Attendance** in the Program Navigator list.
Under **Entry**, select **Post Attendance**.

Daily Absentee List:

Click **Attendance** in the Program Navigator list.
Under **Lists**, select **Daily Absentee List**.

Daily Absentee List Setup Box:

1. Select the desired **Year**.
2. **District** and **School** should be defaulted based on security.
3. Select **Detail Report** to get a detailed list of students and their detailed attendance records. If **Detail Report** is selected, other options become available at the bottom of the setup screen:
 - By checking **Phone #**, the student's phone number will be printed on the report.
 - By checking **Legend**, an explanation of the attendance headers will be printed out.
4. Select **Summary Report** to get a list of students and the number of days they have been absent. If Summary Report is selected, other options become available at the bottom of the setup screen:
 - **Over Days** allows the printing of students with a range of days absent. Set the range as desired.
 - **Equal Days** allows the printing of students with a specific amount of days absent. Set the number of days that is desired.
 - By checking **Policy**, a policy letter will print out as well as the attendance letter.
 - By checking **History**, a detailed attendance history will print out with the attendance letter.
5. **Skip Codes** allows the program to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and **OK**.
6. **From Date** and **To Date** should be set so that the desired attendance date range is selected.
7. **Grades** should be left blank if all grade levels are to be included in the report. Otherwise, click in the box to the right of **Grades** to select the desired grade level to be included.
8. **Clubs** will only display students who are in the club selected. Leave blank to list all students regardless of club.
9. **Sport** will only display students who are in the sport selected. Leave blank to list all students regardless of sport.

Setup-03.19.12 MBL

Year: 1011
District: 027
School: 010

Detail Report Summary Report

Skip Codes:

From Date: May 21, 2012
To Date: May 21, 2012

Grades:
Clubs:
Sports:

Order: ALPHA

Check In After: 00:00 HH:MM
Check Out After: 00:00 HH:MM

Show Remote: None Only All

Show Only
 Active Full Day Tardies Skips

Printing Options:
 Over Days 2 To: 999
 Equal Days 3 10 20 30 40
 Policy History Phone # Legend

Setup-03.19.12 MBL

Year: 1011
District: 027
School: 010

Detail Report Summary Report

Skip Codes:

From Date: Aug 11, 2010
To Date: May 21, 2012

Grades:
Clubs:
Sports:

Order: ALPHA

Check In After: 00:00 HH:MM
Check Out After: 00:00 HH:MM

Show Remote: None Only All

Show Only
 Active Full Day Tardies Skips

Printing Options:
 Over Days 2 To: 999
 Equal Days 3 10 20 30 40
 Policy History Phone # Legend

10. **Order** allows for the list to be sorted in the desired way upon clicking **OK**. The options for sorting are:
 - **ALPHA** will sort the list alphabetically by the student's last name.
 - **GRADE/ALPHA** will sort the list alphabetically by the student's last name within the student's grade level
 - **HR/ALPHA** will sort the list first by homeroom teacher name and then alphabetically by the student's last name
11. If **Check In After** is checked, the results will be limited to show attendance records with doctor's notes that were posted within the specified date range and attendance records with a check that occurred after the specified time. (To view records without check ins, set the check in time to the end of school and the checkout time to any time you wish within the school hours)
12. If **Check Out After** is checked, the results will be limited to show attendance records with check out times that are after the specified time.
13. For **Show Remote**:
 - If set to **None**, only enrolled students will appear on the list.
 - If set to **Only**, then only students coming to your school from others schools will be listed.
 - If **All**, then both remotely scheduled students and enrolled students will be listed.
14. For **Show Only**:
 - If **Active** is checked, only students who are currently enrolled will be listed.
 - If **Full Day** is checked, only full day absences will be considered for the report.
 - If **Tardies** is checked, only students with tardy to class codes will be listed.
 - If **Skips** is checked, only students with skip codes will be listed.
15. If letters need to be printed, click **Letters** at the bottom of the setup box. A **Letter Options** window will appear
 - The **Letter Options** window is divided into two areas, **Letters** and **Policy Statement**. In each area, there are three selection boxes labeled with the grade levels each box represents. Grades 1-3, 4-8, and 9-12. Click in the selection box in the area and grade range desired.
 - Click in the selection box, a list of letters or policies will appear. Select the appropriate letter and click **OK**.
 - After all desired letters and/or policies have been selected, click **OK**.
16. To email the report to staff members, click the **Email** button at the bottom of the setup box.
 - The **Email Options** window will appear. You must check the box **Use Email** to send the report out using email.
 - In the **To:** field, type the email address of the employees to send the report to or click the **Teacher Email** button at the bottom to select the teachers to send the report.
 - In the **From:** field, type the email address of the person sending the report.
 - Click **OK**.
17. Click **OK** on the setup box when all options have been set correctly.
18. The report will appear on the screen. Click **Print** to print the report as shown on the screen.
19. Click **Print Letters** to print letters for everyone on the report or only those highlighted on the report.

Excessive Absences By Factor

This report will show counts of students absent. The counts can be clicked to produce listings of students.

1. At the main screen, locate the menu buttons on the left side of the screen. Locate, then click on the **Attendance** button, then click the down arrow next to **Count**. A listing of reports is displayed. Click on the link for **Excessive Abs by Factor**.
2. Set the correct **Year**, **District**, and **School(s)**. Set the **From** and **To** date range.

3. Click in the **Grade** cell (1) and select the grade levels for your school. This is a first time only setup item.
4. Click in the **Skip Codes** cell, then place a check next to codes 02, 04, 06, and 09. This is a first time only setup item.
5. For **Ethnicity**, click and select all of the ethnic codes. Do the same for **Gender**.

6. **Todays Abs Only:** Selecting this option will display absence counts only for students absent today.
7. Click the **OK** button. The report will begin to process and display the dialog box below:

8. When done, the screen will show counts of students by days absent.

Welcome Excessive Abs by Factor		2=	3+	3=	5+	5=	8+	8=	10+	13=	15+	15=	20+	25+	30+	35+
NO	SITE															
	High School	58	32	20	15	8	4	2	8							
	TOTAL:	58	32	20	15	8	4	2	8							

9. To review the students in a count, click on a count of students on the screen. A screen like below will appear.

The screenshot shows a window titled "Student Information for 2= absences". It contains a table with the following columns: NAME, SID, GR, HR, EDATE, ECOI, EMAIL, NO., and SP. The table has 6 rows. Row 1 is highlighted in yellow. A red callout bubble with the text "Information blurred for privacy" points to the NAME and SID columns of rows 2, 3, and 4. A red circle with the number "1" is next to the checkbox in row 2. At the bottom of the window, there is a red circle with the number "2" next to the "Print Letters" button. Other buttons include "Print", "Print FINS Letter", "Print History", and "Help".

	<input type="checkbox"/>	NAME	SID	GR	HR	EDATE	ECOI	EMAIL	NO.	SP
1	<input checked="" type="checkbox"/>			12		J. 2010-08-09	E1		2	
2	<input checked="" type="checkbox"/>			11		2010-08-09	E1		2	
3	<input checked="" type="checkbox"/>			09		2010-08-09	E1		2	
4	<input type="checkbox"/>			07		2011-08-12	E4		2	
5	<input type="checkbox"/>			10		JP 2010-08-09	E6		2	
6	<input type="checkbox"/>			11		2010-08-09	E1		2	

Student Absentee Statistics

This report will give a summary of attendance types by student.

1. In the left navigation pane, choose **Attendance**, then **Count**, then **Student Absentee Statistics**.
2. At the setup box, set the **Year**, **District**, **School**, **Grade**, **From Date**, and **To Date**.
3. Set the **Late From** and **Late To** field.
4. Set the **Skip Codes** to the type of attendance to leave out of the report.
5. Select "**All Students**", then click **OK**.
6. A list of students with counts for Skipped, Tardy, Late to School, ISS/OSS, and other attendance records will be displayed. Sort the listing for desired attendance types.

Discipline

Major vs. Minor Referrals

- **Major** referrals are:
 - Referrals with action posted on the Admin screen.
 - Referrals with the action of “06 Referred to the office (major)” on the Refpg2 screen.
- **Minor** referrals are:
 - Referrals with no action posted on the Admin screen.
 - Referrals with no action of “06 Referred to the office (major)” on the Refpg2 screen.

Getting Started

1. In the navigation panel on the left, click on the button labeled **Discipline**, then under **Entry**, select **Discipline Posting**.
2. At the setup box, verify / set the desired school year, then click **OK**.

Creating a Discipline Referral

RefPG1 tab

This is the initial screen where details of the offense are entered.

1. Click in the field next to the word **NAME** to get a list of students. Click on a student name to begin the referral.

The screenshot shows the 'Referral Info' screen with the 'Student Find One Box' dialog open. The dialog contains a grid of letters and numbers for searching. A red arrow points from the 'NAME' field in the 'Student Info' section to the dialog box.

Code	Nature of Referral Incident Description	NAME	GRD	SCH	SIDNO
		ADICKES SHERRI LYNNE	01	004	0049993
		AGUILLARD JEFF JOHN	11	006	1080115

- a. **Tip:** After selecting the student, a user can click on the gear icon to access a menu showing attendance, schedule, grades, test scores, etc....
2. Click in the field next to **Staff ID and Name**. A listing of staff members will appear. Click on the name of the staff member who is associated with the referral.

The screenshot shows the 'Referral Info' screen with the 'Staff Find One Box' dialog open. The dialog contains a grid of letters and numbers for searching. A red arrow points from the 'Staff ID and Name' field in the 'School Info' section to the dialog box.

Code	Nature of Referral Incident Description	NAME	SIDNO	DIST	SCH	OBJ	FUNC
		BERGERON JOHN BRANDON	089166	027	004	112	1130
		BROUSSARD JAY	992740	027	004	112	1110
		BROUSSARD RACHAEL	734821	027	004	112	1110
		BROWN TISHA D	024057	027	004	112	1211

3. Fill in the **Incident date, Time, Code (state time code), and Location**.

The screenshot shows the 'Referral Info' screen with the 'Incident Date', 'Time', 'Code', and 'Location' fields filled in. Red arrows point to each of these fields.

Referral Info
Incident Date: Jan 31 2012 Time: 09:00 HH:MM Code: 02 Location: 13 01 Classroom

- Select the incident that occurred by clicking in the first cell under the **Code** column. When clicked, a box will appear with a list of incident codes. Select the desired code, then click OK. Additional incident codes can be selected by clicking in the cells beneath. Up to five incident codes can be selected by clicking in each respective code cell.

Code	Nature of Referral Inc

Value	Description
<input checked="" type="checkbox"/> 01	Willful disobedience
<input type="checkbox"/> 02	Treats an authority with disrespect
<input type="checkbox"/> 03	Makes an unfounded charge against authority
<input type="checkbox"/> 04	Uses profane and/or obscene language
<input type="checkbox"/> 05	Is guilty of immoral or vicious practices
<input type="checkbox"/> 06	Conduct or habits injurious to others
<input type="checkbox"/> 07	Uses/possesses controlled dangerous substances

- If there were any witnesses, click in first row of the **Witnesses** area to add Witnesses for the incident.

D	Witnesses	Sidno

- If any **Evidence** code is to be noted, click in the **Evidence** field to select a desired Evidence code.
- In the **Remarks** field, enter exactly what happened in the incident.

Remarks

When told by the teacher to stop talking and sit down, student ignored teacher. When told again, student refused and told the teacher, "I don't have to listen to you".

- This is one of three screens to create a referral. To move onto the next screen, notice the blue green tabs at bottom of the screen. Click the **RefPG2** tab to continue.

RefPG1 RefPG2 Admin Hearings Comments

Delete Help/Web Clear Setup Save

RefPG2 tab

This tab contains action taken or comments by the teacher or other staff making the referral. Victims (required for bullying / cyber bullying) and Perpetrators can also be identified.

1. The first option on the page is Action Taken by Teacher, Bus Driver, or Other Employee. To enter actions, click in the first cell under the **Code** column. When this cell is clicked, a selection box appears. Choose the desired code, then click OK. Up to four actions can be selected.
 - a. **Note:** If the action of “06 Referred to office (major)” is selected...
 - i. The referral will be classified as a “major”.
 - ii. If created by a teacher from the gradebook system, an automatic email will be sent to school administrators indicating a referral has been created requesting administrative action.

Code	Action Taken By Teacher, Bus Driver Or Other Employee
01	Conference with Pupil
06	Referred to office (Major)

Value	Description
<input checked="" type="checkbox"/>	01 Conference with Pupil
<input type="checkbox"/>	02 Referred to Counselor
<input type="checkbox"/>	03 Placed in Detention

2. Next, fill in any parent/guardian contact details. Click in the field next to the text “**Parental Contact:**” to bring up a list of contact methods. Choose the appropriate contact method. Then, fill in the date of when the parent/guardian was contacted by clicking in the field next to the text Date. This will bring up a calendar to select the correct date in which the parent was contacted.

Value	Description
<input checked="" type="checkbox"/>	P Phoned the parent (fill in the date of)
<input type="checkbox"/>	L Sent home a letter to parent
<input type="checkbox"/>	C Conference with the parent

3. If there are **Teacher/Employee Recommendations**, type them in the area provided. Click to enter the date the Employee signed the behavior form.

Teacher / Employee text entered here

Date School Employee Signed Form: Jan 31 2012

4. Click in the **Motivations** cell and select the possible motivations for the incident.

- If the referral is for bullying or for cyberbullying, Victim information is required. Click in the **Victims** area to add Victims of the incident. A second screen will appear in which the user enters Victim remarks, services received, and any injury information.

The screenshot shows the 'Victim Options' dialog box for AUGUSTINE, SHAUNA BRAE (4040011). The dialog has several sections:

- Comments:** A text area containing 'Victim comments here.' with a red arrow pointing to it.
- Parent/Guardain Contact Date:** A date picker set to Jan 31, 2012, with a red arrow pointing to it.
- Victim Recieved:** A section containing an 'Injury' dropdown set to '01 Minor (Cuts, bruises, scrapes not requir' and three checkboxes: 'Counseling' (checked), 'Medical Treatment' (checked), and 'Other Support' (unchecked). A red arrow points to the 'Injury' dropdown.
- Select An Injury Code:** A separate dialog box showing a list of injury codes. Code '01 Minor (Cuts, bruises, scrapes not requiring offsite medical attention)' is selected with a red arrow.

- If there are any other **Perpetrators**, click in the first blank row of the **Perpetrators** box to add additional Perpetrators. The referral details for Refpg1 and Refpg2 will be copied to these Perpetrators (a copy of the referral is created for these additional perpetrators, with the exception of the Admin details). The administrator can then go and add actions taken for the additional Perpetrators.

D	Perpetrators	Sidno

A red arrow points to the first blank row in the 'Perpetrators' column.

- Click on the blue-green tab at the bottom labeled **Admin** to enter the actions taken by the Administrator.

The screenshot shows the bottom navigation bar with the following elements:

- Tabs: RefPG1, RefPG2, **Admin** (highlighted), Hearings, Comments.
- Buttons: Delete, Help/Web, Clear, Setup, Save.

 A red arrow points to the 'Admin' tab.

Admin tab

This is the tab where action taken by the School Administrator is entered.

Conference (CO)

1. To assign a conference, click the cell in the upper left below the letters **CO**. Fill out the details in the next window, then click **OK**.

CO	DET	ISS	OSS	BUS	Code	Action Taken By S
HELD					01	120 Held Conferer

Conference Arrangements

Conference : Required Not Required Held

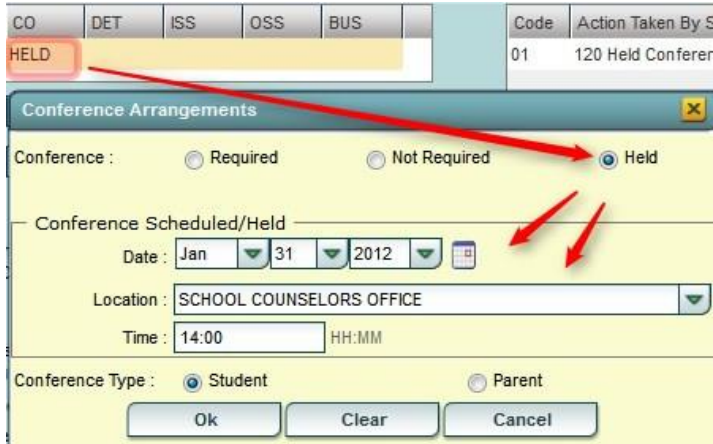
Conference Scheduled/Held

Date : Jan 31 2012

Location : SCHOOL COUNSELORS OFFICE

Time : 14:00 HH:MM

Conference Type : Student Parent



Detention

A detention is a punitive time that occurs on a regularly scheduled basis (Ex: every Wednesday afternoon from 3:00 to 4:00).

1. To assign a detention, click the cell below the letters **DET**.

CO	DET	ISS	OSS	BUS
HELD				

2. First, set the days and times of the regularly scheduled detentions by clicking **Set Times**. This only needs to be done once to set default days and times of detention.
3. For the desired day(s) on which detention will be held, set the detention times. Be sure to use Military Time as shown below! Click **OK** when done to return to the detention screen.

Detention Arrangements - 04.03.12 ML

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Please check off weekdays "first" to calculate date span below correctly.

Days: Starts:

Location Of Detention:

Setup Detention Times

Please select the times that detention are held at:

Monday: HH:MM To: HH:MM

Tuesday: HH:MM To: HH:MM

Wednesday: HH:MM To: HH:MM

Thursday: HH:MM To: HH:MM

Friday: HH:MM To: HH:MM

Saturday: HH:MM To: HH:MM

4. Pick the **day(s)** of detention. Enter the number of days and the start date. Click the **Calc** button to let the system figure the end of detention (return) date. Click to enter the **Location of detention**. When done, click **OK**.

Detention Arrangements - 04.03.12 ML

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Start Time: HH:MM End Time: HH:MM

Start Time: HH:MM End Time: HH:MM

Start Time: HH:MM End Time: HH:MM

Start Time: HH:MM End Time: HH:MM

Start Time: HH:MM End Time: HH:MM

Start Time: HH:MM End Time: HH:MM

Please check off weekdays "first" to calculate date span below correctly.

Days: Starts: Returns:

Location Of Detention:

In School Suspension

An In-School Suspension (ISS) can be at the school site or at another site. It involves removing a student from his/her normal class setting for at least a day. Class services are continued, but the student is not in his/her normal classroom. It should not be used for situations where a student is sent out of class for a class period or two.

1. Click in the cell below **ISS**.

CO	DET	ISS	OSS	BUS
HELD				

2. If the student is being recommended for expulsion, click to select the check box for "Recommend Expulsion". Click in the **Days** cell and enter the number of days the student will have an ISS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her ISS. Click the **Calc** button to have the system figure the Return date.

check if applicable Recommend Expulsion

Suspension Date range
 Days : 2 Start : Feb 01 2012 Returns : Feb 03 2012 Calc Days

Incident/Weapon
 SIS Incident :
 Weapon Weapon Type :
 Hearing
 Hearing Date : Time : 00:00 HH:MM Loc :

3. In the pink area, select the **SIS incident** code to be reported to the state.
 - a. If a weapon was involved, pick the weapon check box, then identify the type of weapon from the drop down selection (Required for state reporting).

Recommend Expulsion

Suspension Date range
 Days : 2 Start : Feb 01 2012 Returns : Feb 03 2012 Calc Days

Incident/Weapon
 SIS Incident : 01 X Willful disobedience
 Weapon select if applicable Weapon Type :
 Hearing
 Hearing Date : Time : 00:00 HH:MM Loc :

4. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided.
5. Click **OK** to close the ISS details window. The user will now see a count of days under the ISS label, and an action of "ISS On Site" will be displayed on the right under "**Action Taken By School Administration**".

CO	DET	ISS	OSS	BUS	Code	Action Taken By School Administration (L	Date
HELD		2da			10	004 ISS On Site	2012-02-01

6. If a student is sent to ISS at an alternative location for a short duration of time (not an expulsion situation, but a temporary removal), the correct code to use is **11 ISS Discipline Center/Alternative Site**.
- a. To change code 10 ISS on Site to code 11 ISS Discipline Center/Alternative Site because the student is doing the ISS at another school site, click the original code 10 ISS on Site. A listing of actions will appear. Select the code 11 006 ISS Discipline Center to complete the change.

The screenshot shows a software interface with a table of administrative actions. The table has columns for 'Value' and 'Description'. The row with '11' and '006 Discipline Center/Alternative Site' is selected, indicated by a checkmark in the checkbox and a yellow highlight. A red arrow points from the '10 004 ISS On Site' entry in the background to this selected row. The 'Ok' button at the bottom is highlighted in yellow.

Code	Action Taken By School	Value	Description
10	004 ISS On Site	<input type="checkbox"/>	01 120 Held Conference with Student
		<input type="checkbox"/>	02 170 Contacted Parent/Guardian
		<input type="checkbox"/>	03 999 Assigned to Detention
		<input type="checkbox"/>	04 080 Assigned Remedial Work
		<input type="checkbox"/>	05 999 Student Reprimanded
		<input type="checkbox"/>	06 173 Held Conference w/Parent/Guardian
		<input type="checkbox"/>	07 012 Referred to Counselor
		<input type="checkbox"/>	08 999 Assigned Recess Detention
		<input type="checkbox"/>	09 002 Out of school suspension
		<input type="checkbox"/>	10 004 ISS On Site
		<input checked="" type="checkbox"/>	11 006 Discipline Center/Alternative Site
		<input type="checkbox"/>	12 180 Corporal Punishment
		<input type="checkbox"/>	13 160 Loss of Privileges
		<input type="checkbox"/>	14 999 SAC/Clinic Detention/TOR
		<input type="checkbox"/>	15 999 Expulsion Hearing Results
		<input type="checkbox"/>	16 999 Alternate Placement

ISS Listing (Create a List of Students in ISS on a Given Date)

1. In the navigation panel on the left, click **Discipline**, then **Lists**, then ISS/OSS List.
2. At the setup box, set the **From Date** and **To Date** to the desired day to check for students who have been referred to ISS.
3. In the **Discipline Type** field, click to open a select box. Click **"4 In-School Suspension"**.
4. **Count Type** will be set to **Incident Count**.
5. **List Type** will be set to **Detail**.
6. Show only active students should be checked as shown below.
7. **As of Date** will be set to the current date.
8. Click **OK** to obtain a report of students who are in ISS for the given date range.

The screenshot shows the 'Setup-04.03.12 ML' dialog box with the following settings:

- Year: 1213
- District: 028
- School: (empty)
- From Date: Aug 24 2012
- To Date: Aug 24 2012
- Grades: (empty)
- Ethnic: (empty)
- Gender: (empty)
- Discipline Type: 4
- Count Type: Incident Count
- List Type: Detail
- Show only active students
- As of Date: Aug 24 2012
- Show Exceptionalities
- Skip OSS/ISS when Start Date = End Date
- Show: All Sped Only Non-Sped
- Show: All 504 Only Non-504

The 'Select Suspension/Expulsion Type' dialog box shows the following options:

<input type="checkbox"/>	Value	Description
<input type="checkbox"/>	1	Return to Classroom
<input type="checkbox"/>	2	Suspension
<input type="checkbox"/>	3	Expulsion
<input checked="" type="checkbox"/>	4	In-School Suspension
<input type="checkbox"/>	5	In-School Expulsion
<input type="checkbox"/>	6	Alternate Site Suspension
<input type="checkbox"/>	7	Alternate Site Expulsion

9. Report of students with ISS for a given date shown below.

Welcome		ISS/OSS List											
	Site	Student Name	Sidno	Sis Action	Ad Action	Grade	Gender	Ethnicity	SPED	Referral Date	Start Date	Return Date	Days
1					10,06	08	M	1		2012-08-24	2012-08-24	2012-08-28	2
2					10,01	06	F	1		2012-08-22	2012-08-23	2012-08-27	2
3					10,02	06	F	1		2012-08-22	2012-08-23	2012-08-27	2

Out of School Suspension (OSS)

An Out of School Suspension is given when a student is sent away from school for one or more days. No class instruction is done. The student is not physically present on any campus.

1. To assign an Out of School Suspension (**OSS**), click in the cell below **OSS**.

CO	DET	ISS	OSS	BUS
HELD				

2. The flow and details for posting an OSS are the same as posting an ISS.
3. If the student is being recommended for expulsion, click to select the checkbox for **“Recommend Expulsion”**. Click in the **Days** cell and enter the number of days the student will have an OSS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her OSS. Click the **Calc** button to have the system figure the **Return** date.

check if applicable Recommend Expulsion

Suspension Date range
 Days: Start: Feb 01 2012 Returns: Feb 03 2012

Incident/Weapon
 SIS Incident:
 Weapon Weapon Type:

Hearing
 Hearing Date: Time: 00:00 HH:MM Loc:

4. In the pink area, select the **SIS incident** code to be reported to the state.
 - a. If a weapon was involved, pick the **Weapon** check box, then identify the type of weapon from the drop down selection (Required for state reporting).

Recommend Expulsion

Suspension Date range
 Days: Start: Feb 01 2012 Returns: Feb 03 2012

Incident/Weapon
 SIS Incident: 01 X Willful disobedience
 Weapon Weapon Type:

Hearing
 Hearing Date: Time: 00:00 HH:MM Loc:

5. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided.
6. Click **OK** to close the OSS details window. The user will now see a count of days under the OSS label, and an action of **“OSS Out of School Suspension”** will be displayed on the right under **“Action Taken By School Administration”**.

CO	DET	ISS	OSS	BUS	Code	Action Taken By School Administration (L	Date
HELD			2da		09	002 Out of school suspension	2012-02-01

Bus Suspension

1. To post a Bus Suspension, click the cell below the label **BUS**.

CO	DET	ISS	OSS	BUS
HELD				

2. When the cell below **BUS** is clicked, the **Bus Suspension** box appears.
 - a. If applicable, check the **Recommend Expulsion** check box.
 - b. Enter the number of days the student will be suspended from the bus. Next, set the start date of the bus suspension. Click the **Calc** button to have the system figure the return date.
 - c. If Weapons were involved, place a check next to **Weapon**, then identify the **Weapon Type** (required for state reporting if a weapon was involved).
 - d. Click **Ok** when done entering the details.

check if applicable Recommend Expulsion

Suspension Date range

Days : Start : Feb 01 2012 Returns : Feb 03 2012 **Calc** Days

Incident/Weapon

Weapon **check if applicable** Weapon Type :

Hearing

Hearing Date : Time : 00:00 HH:MM Loc :

SAC / Clinic Detention / TOR

The title above stands for Student Adjustment Center / Clinic Detention / Time Out Room. This action code is used for situations in which the student is going to be removed from the normal class setting for a short duration such as recess time(s) or one/two class periods

1. On the right upper side of the screen, click in the Code field. A pick list will appear. Click to choose **14 999 SAC / Clinic Detention / TOR** from the list of actions.

Code	Action Taken By	Administrative Actions	
		Value	Description
		<input type="checkbox"/> 01	120 Held Conference with Student
		<input type="checkbox"/> 02	170 Contacted Parent/Guardian
		<input type="checkbox"/> 03	999 Assigned to Detention
		<input type="checkbox"/> 04	080 Assigned Remedial Work
		<input type="checkbox"/> 05	999 Student Reprimanded
		<input type="checkbox"/> 06	173 Held Conference w/Parent/Guardian
		<input type="checkbox"/> 07	012 Referred to Counselor
		<input type="checkbox"/> 08	999 Assigned Recess Detention
		<input type="checkbox"/> 09	002 Out of school suspension
		<input type="checkbox"/> 10	004 ISS On Site
		<input type="checkbox"/> 11	006 Discipline Center/Alternative Site
		<input type="checkbox"/> 12	180 Corporal Punishment
		<input type="checkbox"/> 13	160 Loss of Privileges
		<input checked="" type="checkbox"/> 14	999 SAC/Clinic Detention/TOR
		<input type="checkbox"/> 15	999 Expulsion Hearing Results
		<input type="checkbox"/> 16	999 Alternate Placement
		Ok	

Other Administrative Actions:

Frequently, additional actions are taken by the Administrator which show he/she is working with the student or taking proper steps. An administrator can click in the blank **Code** cells in the upper right to add other actions taken such as contacted parent or held conference with student.

1. To add additional actions, click in the next empty cell under **Code**, then select other appropriate actions as shown below. Four actions per referral can be selected.

Code	Action Taken By School Administration	Date

Administrative Actions

Value	Description
<input type="checkbox"/> 01	120 Held Conference with Student
<input checked="" type="checkbox"/> 02	170 Contacted Parent/Guardian
<input type="checkbox"/> 03	999 Assigned to Detention
<input type="checkbox"/> 04	080 Assigned Remedial Work
<input type="checkbox"/> 05	999 Student Reprimanded

Administrative Comments / Dates / Other Data

1. This portion of the Admin screen is where the Administrator identifies any special memos or conditions related to the referral.
2. Click to enter the Date of the Administrator handled the referral, then click in the “**Disciplinarian Signed Form**” cell to identify which administrator handled the referral.
3. If details such as **Other Agencies**, **Perpetrator Injury**, and any **Hate/Bias** information needs to be entered, click in the appropriate cell to enter the data.

Administrative Comments : Administrator comments entered here.

Date Disciplinarian Signed Form : Jan 31 2012

Disciplinarian Signed Form : MILLER, ANGELA

Other Agencies :

Perpetrator Received

Serious Injury : Enter details if applicable Medical Treatment

Event Related To

Hate/Bias :

Drugs Alcohol Use Gangs

Important! Click the Save button at the bottom of the screen to save the referral.

Expulsion Hearing Results

After a hearing is held on a recommendation for expulsion, the results of the hearing should be added to the referral. The steps below describe the steps to be done for this process.

1. Locate the referral that needs the expulsion posting.
 - a. On the discipline posting screen, click the **Find Ref** button in the lower right. This will bring up a listing of students with referrals. Browse to the desired referral to add the expulsion hearing results.



2. After locating the referral, click the blue – green **Hearings** tab located on the lower right.



3. If applicable, enter any **Manifest Hearing** Information.

A screenshot of the 'Hearing Information' section. It contains a 'Manifestation Hearing Date' field with a calendar icon, a 'Minutes Removed' field with the value '0', and two checkboxes: 'Third Party Authorized Punishment' and 'Disability-Related'. A red arrow points to the date field with the text 'enter if applicable' written in red. Another red arrow points to the 'Third Party Authorized Punishment' checkbox.

4. Click the **Post Expulsion** button, then select the appropriate decision.

A screenshot of the 'Hearing Results' section. It features a 'Post Expulsion' button highlighted with a red box. Below it is a 'Post Expulsion Decision' table with a 'Value' column and a list of options: 1 Return to Classroom, 2 Suspension, 3 Expulsion, 4 In-School Suspension, 5 In-School Expulsion, 6 Alternate Site Suspension, and 7 Alternate Site Expulsion. The '7 Alternate Site Expulsion' option is selected with a checkmark. A red arrow points from the 'Post Expulsion' button to the '7 Alternate Site Expulsion' option.

5. Enter the number of **Days** the student will be expelled. Set the **Start** date of the expulsion.
 - a. If the start date of the expulsion is within the dates of the OSS (a normal occurrence), a Suspension/Expulsion Date Conflict box will appear. Click the **Adjust** button to let the system automatically end the OSS to match the start of the expulsion.

Hearing Results

Post Expulsion Decision : 7 Alternate Site Expulsion Remove Expulsion

Days : 45 Start : Jan 30 2012 Return : Calc Days

SIS Incident : Suspension/Expulsion Date Conflict

Hearing and Interview Comments :

Suspension Date range

Days : 10 Start : Jan 24 2012 Returns : Feb 07 2012 Calc

The suspension return date is after the expulsion hearing : 01/30/2012

Adjust Cancel

Click "Adjust" to trim the OSS to match the start of the expulsion.

6. Click the **Calc** button to let the system figure the return date. Enter any comments in the **Hearing and Interview Comments** field.
 - a. If the return date is to be for a date going into the next school year, click in the **Return Date** field to manually enter the return date.

Hearing Results

Post Expulsion Decision : 7 Alternate Site Expulsion Remove Expulsion

Days : 45 Start : Jan 30 2012 Return : Apr 03 2012 Calc Days

SIS Incident : 01 X Willful disobedience

Hearing and Interview Comments : Post expulsion hearing comments here

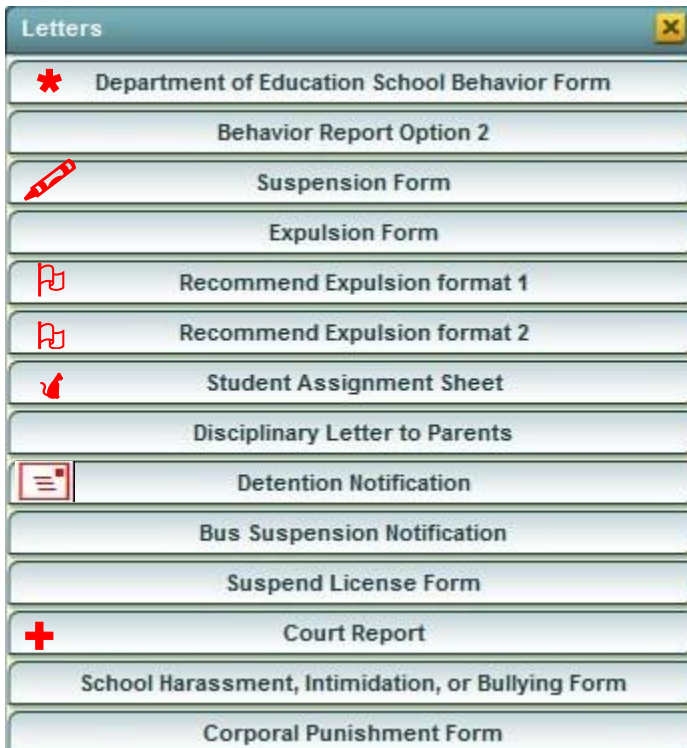
7. **Be sure to click the Save button when done.**

Printing Discipline Forms and Letters

1. In the upper right of the discipline posting screen, click on the **Action** button. Next, select **Letters**.



2. A selection of forms will appear. Select the appropriate form to print. A guide on which to use appears in the following steps.



3. * To print state behavior form, click **Department of Education School Behavior Report**.
4. ✎ To print a Suspension letter for an In School or Out of School Suspension, select **Suspension Form**.
5. R To print an Expulsion Recommendation letter, select either **Recommend Expulsion format 1** or **Recommend Expulsion format 2**.
6. 🎓 To print a form to let teachers know a student has been sent to ISS or OSS, select **Student Assignment Sheet**.
7. 📄 To print a letter notifying the parent/guardian of a regularly scheduled detention, select **Detention Notification**.
8. + To print a summary report containing the student's demographics, attendance, grades, enrollment history, transcript, and detailed discipline information suitable for a hearing or a conference, select **Court Report**.

List Students with “06 Referred to Office” Action on Refpg 2

If Teachers are allowed to post discipline, one of the actions on Refpg2 is “06 Referred to Office”. Normally, an email is sent to the administrator when this occurs. If the administrator needs a printed list of students who have the Refpg2 action of “06 Referred to Office” (often posted by Teachers), follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the **Action** button on the upper right, then choose **Audit**.
3. In the Audits Menu, choose **Referral History Analysis**.



4. Set the **From** and **To** date range.
5. Uncheck “**Complete History**”, then click “**ADMIN ACTIONS**” as shown below.
6. Click OK.



7. A listing of students who have referrals with a **Refpg 2** action of “06 Referred to Office” will be displayed.
8. Print the listing. In Discipline Posting, use the **Find Ref** button to browse to the listed referral.
9. Review the referral, then post any needed administrative action, then save.

List Students with “Recommend Expulsion” Selection

When an administrator creates a discipline referral, in some instances, the option to “Recommend Expulsion” is provided on the ISS, OSS, and Bus Suspension boxes as shown below:



ISS BOX - 06.18.12 ML

Recommend Expulsion

Suspension Date range

Days : 5 Start : Aug 20 2012 Returns : Aug 27 2012 Calc Days

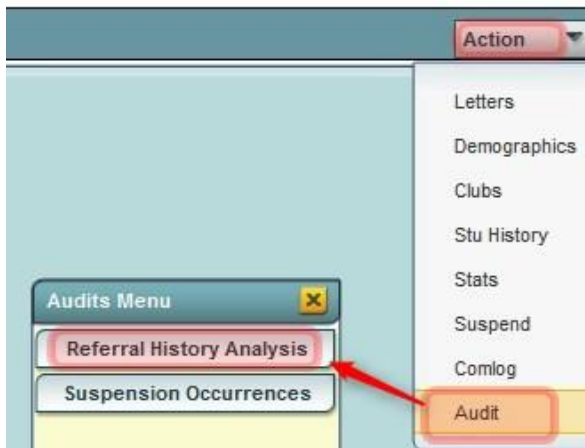
Incident/Weapon

SIS Incident : 35 X Bullying

Weapon Weapon Type :

If the administrator would like a listing of the students that have “Recommend Expulsion”, but have no expulsion information in the **Hearings** tab, follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the **Action** button on the upper right, then choose **Audit**.
3. In the Audits Menu, choose **Referral History Analysis**.



4. At the setup box, set the **From** and **To** date range.
5. Uncheck “**Complete History**”, then click “**Hearings**”.
6. Click the **OK** button.



Setup-04.03.12 ML

From : Aug 13 2012 To : Sep 14 2012

Complete History uncheck this option

SHOW PENDING

CONFERENCES ADMIN ACTIONS HEARINGS DETENTIONS

OK

7. A listing of students with “**Recommend Expulsion**” selections will appear.
8. Print the listing. In the Discipline Posting module, click the **Find Ref** button to locate the referral.
9. Edit the referral with the Expulsion information on the **Hearings** tab, then click the **Save** button.

Discipline Frequency Report

This report will give the user counts, lists, and graphs of discipline data for the school or district.

1. On the left hand navigation panel of WebPams, select **Discipline**, then **Trends**, then **Discipline Frequency Report**.



2. At the setup box, set the **Year**, **School(s)**, **Grade Range**, and **Date Range**.

The screenshot shows the 'Setup' dialog box with the following fields and values: Year: 1112, District: 027, School: 010, Grades: -1,00,01,02,03,04,05,06,07,0, Date From: Aug 01 2011, Date To: May 31 2012, and Show: Actions. Red arrows point to the Year, Grades, Date From, and Date To fields.

3. In the lower part of the setup box, set the following options:
 - a. **Sped**: Select to show for "All" Students, special ed only, or non special ed only students.
 - b. **PBIS**: Select to show data for all referrals, major referrals only, or minor referrals only.
 - c. **Referral Type**: Select to show data for regular referrals or only bus referrals.
 - d. **Primary Inc/Act Only**: Select to show data for only the first Incident code or Action code on a referral. Not selecting will show data for all Incidents/Actions on a referral.
 - e. **Run for**: Select **All** to show data for referrals at any time of the day. Select Only During Instruction Time to show data associated with codes reflective of during class time. Select Out of Instruction Time to show data associated with codes reflective of outside of class time.

The screenshot shows the lower part of the Setup dialog box with the following options: Sped: All (selected), Sped Only, Non Sped; PBIS: All (selected), Major, Minor; Referral Type: Regular (selected), Bus; Primary Inc/Act Only (unchecked); Run for: All (selected). An OK button is visible at the bottom.

4. Click **OK** to begin the report.
5. On the left will be a table showing counts by Actions. Click on the counts to reveal students who comprise the counts. On the right will be a chart of the actions for the given time period and grade range.
6. On the lower right, click on any of the following buttons to get different data and charts: **Ref** (Referrals), **Inc** (Incidents), **Loc** (Location), **Mon** (Month), **Time**, **Staff**, **Day** (Number of Referrals per day), **DoW** (Day of Week), and **Hear** (Hearing Results).
7. To print the table on the left, click the **Print** button at the bottom of the screen.
8. To print the chart on the right, click the tiny printer icon on the lower left of the chart.

Welcome
Discipline Frequency Report ✖

Code	Description	# Ref	# Stu	Avg	% Stu
01	Held Conference with Student	33	30	1.1	3.3
02	Contacted Parent/Guardian	5	5	1	0.55
03	Assigned to Detention	537	265	2.03	29.15
04	Assigned Remedial Work	4	4	1	0.44
05	Student Reprimanded				
06	Held Conference w/Parent/Guardian	2	1	2	0.11
07	Referred to Counselor				
08	Assigned Recess Detention	29	28	1.04	3.08
09	Out of school suspension	280	179	1.56	19.69
10	ISS On Site	111	82	1.35	9.02
11	Discipline Center/Alternative Site				
12	Corporal Punishment				
13	Loss of Privileges	1	1	1	0.11
14	SAC/Clinic Detention/TOR	198	118	1.68	12.98
15	Expulsion Hearing Results				
16	Alternate Placement				
17	Assigned to Dormitory Detention				
18	Probation Card Issued				
19	FAPE				
20	OSS Referred to Child Welfare Officer				
21	ISS Referred to Child Welfare Officer				
22	Behavior Contract				
23	Student Suspended From Bus				
24	Assigned Seating On Bus				
25	CWA - Court Referral				
26	CWA - Mandatory Conference				
27	CWA - Court Petition				
28	PAC - Positive Action Class				
29	Campus Duty				
98	Refer To Law Enforcement				
00	Other	2	2	1	0.22
Stu Count: 909		1202	376	3.2	41.36

Number of Referrals by Actions Code

Actions Code	Number of Referrals
01	33
02	5
03	537
04	4
05	29
08	280
10	111
13	1
14	198
00	2

Print

Pie
Ref
Stu
Freq
%

Act
Hear
Inc
SIS
Loc

Mon
Time
Staff
Day
DoW

Discipline Points System

The Discipline Points System is a system that allows the user to track student activity automatically as it relates to discipline and attendance. Additionally, the user can manually add / remove points to a single student, or perform this task to a group of students. Each Wednesday night, the WebPams system will update the points earned / lost by the student as a result of discipline and attendance activity.

Points System Program

The Points System is where the user goes to do activities such as...

- Setup the automatic points calculation based on attendance and discipline of the student.
 - *Note: The automatic points calculations based on these settings are done each Wednesday night.*
- Setup the Item Maintenance for items that can be redeemed for points.
- Individually work with a student to review or edit points.

Points System: Setting up the Automatic Points Calculation with Points Maintenance

This section deals with the panel that automatically calculates the points to be added or removed for attendance / discipline activity.

How-to

1. In the navigation pane on the left of WebPams, go to **Discipline > Entry > Points System**.
2. At the setup box, set the correct **Year**, **District**, and **School**, then click **Ok**.
3. Click the **Point Maint** button on the lower right of the screen.
4. Review / edit the points to be automatically added / deducted for student discipline / attendance activity.
 - **Daily Attendance:** Points to be added for attending a full day of school with no time lost.
 - **Minor Referral:** Points to be removed for a discipline referral in which there is information only on the **Refpg1** and **Refpg2** tabs of a discipline referral and there is no "06 Referred to the Office" action on Refpg2. Typically these are referrals in which the teacher has recorded a discipline problem, and has handled it without the need for the office to become involved.
 - **Major Referral:** Points to be removed for a discipline referral in which there is information on the **Admin** tab of a discipline referral, or "06 Referred to Office" on the **Refpg2** tab of the referral. Typically, these are referrals handled by the school administrator.
 - **Suspension:** Points to be removed for a discipline referral in which the student was given an ISS or OSS.
 - **Late To School:** Points to be removed for having an attendance posting for coming in after the start of the school day.
 - **Early Leaver:** Points to be removed for having an attendance posting for leaving before the end of the school day.
 - **Minutes After School Starts:** A "grace" period of minutes in which any Late to School posting will not be counted. Many schools set this to "0".
 - **Minutes Before School Ends:** A "grace" period of minutes in which any Early Check out will not be counted. Many schools set this to "0".
 - **Skip Codes:** Identify the categories of absences which will not be counted for any points deduction related to attendance. Many schools set this to "P" as it represents the category for "field trips" and "ISS".
 - When done modifying the Points Maintenance items, click the **OK** button.

Points System: Item Maintenance – Setting up the “Store” to purchase items or privileges.

1. On the Points System screen, click the **Item Maintenance** button on the lower right.
2. Click the **Add** button to add an item or privilege.
3. Enter the cost of the item in points. In the lower area, add a description such as “School cup”, “School Pencil”, “Reward trip”, etc... Click the **Save** button to store the item.
4. Click the **Add** button to add more items.

Points System: Working with a Single Student

1. On the Points System screen, click the **Find** button and browse to the desired student.
2. A screen showing weekly summary points will be displayed.
 - Items in red are the deductions calculated due to discipline or attendance data for the week. These are summarized in the column labeled **Week Neg** (Negative).
 - Items not in red are the points earned. These are summarized in the column **Week Pos** (Positive).
 - On the far left are the **Total Pos** (Positive) points earned. It is a cumulative amount that builds from week to week.
 - NOTE: Positive points can only be earned when there are no negative points. In other words, if the student has a showing of -50 points, no positive points will be added until the -50 are “made up”.
3. **Adjust** button: To manually add or deduct points for the current student, click the **Adjust** button. In the **Points** cell, enter an amount. To make it a deduction (negative) amount, click the “+/-” button. Next, enter a description such as “Caught being good”, “Honor Roll”, etc... Click **Save** to store the adjustment.
4. **Purchase** button: To record a “Purchase” of an Item, click the **Purchase** button. Next, click in the first cell and a listing of items will be displayed. Click to select an item, and then indicate the quantity of items by clicking in the **Qty** cell. When done, click the **Purchase** button.
5. **Print Stmt (Statement)** button: Think of this as a print of a receipt after posting a **Purchase**. After posting a purchase, the user would click the **Print Stmt** button to print a receipt of the purchase transaction.
6. **Print** button: Click to print the information displayed on the **Weekly** tab of the student.

Automatic Points Loader: Manage Points for Multiple Students at a Time

This module will allow the user to mass assign point additions, or point reductions to students using the loader concept found in other loaders of WebPams.

How-To

1. In the left navigation panel, go to **Discipline > Loaders > Automatic Points Loader**.
2. For basic setup options, choose the **Year, District, School, and Grade(s)**.
 - At the bottom of the setup, locate the **Transaction Type** area.
 - If the user wishes to see the items entered from Points Maintenance / Items, click the **Purchase** option.
 - If the user wishes to simply enter points and will not be need any items from the Points Maintenance / Items listing, click **Adjustment**.
3. To further limit the student listing on the left side of the loader, use the **Special Codes, Team Codes, Sped Only, Homeroom, Counselor, Club, and Sport** fields to filter the student listing.
4. Click **Ok**. A listing of students will be on the left and points items on the right.
 - Note: May be empty for the first time entering this area, or may have Items listed if the user has set items to purchase up and the option of Purchase was chosen at the setup box.
5. **TIP:** Hide the WebPams navigation panel by clicking the separator bar between the navigation pane and the loader. This will give the user more room to see the columns associated with the loader.
6. **Adding a Purchase Item to multiple students:**
 - To do this, make sure "**Purchase**" was chosen on the setup box to see the items entered in Points Maintenance.
 - Locate the row of the desired student. Click in the matching cell under the Purchase column. The user will see an "**x**" will be placed here. Repeat for each desired to student to purchase an item.
 - After marking the students who are purchasing an item, locate the desired item on the right and click on it. Each "**x**" will change to the purchase item and the matching point deduction.
 - Note: Once posted, there is no way to remove other than doing an adjustment on the student as explained in the next section.
7. **Adding an Adjustment to multiple students:**
 - To do this, the user can have set at the setup box either "**Purchase**" or "**Adjustment**".
 - Click the **Add Item** button. Enter the number of points to be added or deducted. If a negative deduction is to be performed, click the "+/-" button to place a negative in front of the point value.
 - Enter a name of the adjustment such as "Honor Roll", "Caught being good", "Caught being bad", etc...
 - Click the **Save** button. You will see the created item appear on the right in the listing of items with points.
 - Locate the row of the desired student(s). Click to place an "**x**" in the column labeled either **Adjustment** or **Purchase**. Then browse to the desired item on the right and click. You will see the points posted to the student along with a description.
 - Note: If a mistake was made, such as assigning points to an incorrect student, create an adjustment that is opposite of what was given, then assign to the student. Example: A student is given an adjustment of -50 by mistake. Create an adjustment that adds 50 points back.
8. **Print** button: Click to print the loader student listing as seen on screen.

Automatic Points List: Report of Negative, Positive, and Balances for Students

The Automatic Points List will give the user a report of the positive points, negative points, and balance points for a given date range.

How-to

1. In the navigation panel on the left of WebPams, go to **Discipline > Lists > Automatic Points List**.
2. For basic setup, set the Year, District, School, Grade(s), As of Date, From Date, and To Date.
 - Using the **From Date** and **To Date**: Positive Points and Negative points shown will be reflective of what was earned for the given date range. If your school prefers to have a running total for the entire year, set the From Date for the start of school. If your school prefers to “reset” after each grading period or semester, set the From Date for the date of the start of the desired grading period or semester.
3. Click the **OK** button.
4. **TIP**: The user may want to click the separator bar located between the navigation panel and the Points list screen. This will give more display room for the columns.
5. A listing of students with **Accum Pos** (Accumulated Positive), **Accum Neg** (Accumulated Negative), and **Balance** will be displayed for the date range and grade levels entered on the setup box.
6. **Print** button: Click to print the listing with student point totals.
7. **Print Stmt** (Statement): On the left are select boxes near each student’s name. Click to select the desired student(s) to print statements for, and then click the **Print Stmt** button.

Appendix

State Reporting of Discipline: What gets sent to the state?

- For school year 0910 and earlier, only suspensions and expulsions were sent to the state.
- Starting in the Spring of 1011, incidents involving bullying and corporal punishment were added to be sent to the state.
- Starting in school year 1112, all incidents with an administrative action will be sent to the state.

Teacher Generated Referrals: How does the Administrator Know When to Act?

1. Teacher creates a referral with an action of "Referred to the Office". When such a referral is saved by the teacher, an email will be sent to the school administrators. It will look like the example below:

This Email was generated by the JPams Communications System by Edgear.

Office Referral Notification for ISABELLA ANNE ACOSTA.

This message is to inform you that a discipline record with a "Referred to Office" action was posted or modified for ISABELLA ANNE ACOSTA, SID# 6099990 by ELIZABETH PARTON. The details of this record is listed below.

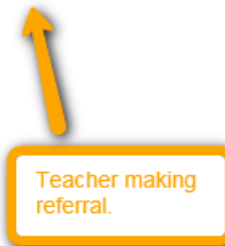
Incidents

Code	Incident Description
20	Is guilty of stealing

Incident Description:

Stealing - referring to office.

Teacher Comments:



2. Student accumulates 4 or more minor referrals with no administrative action. An email will be sent to the school administrators. It will look like the example below:

This Email was generated by the JPams Communications System by Edgear.

Multiple Referrals Without Action Notification for WILL EARL ACOSTA.

This message is to inform you that four or more discipline records, classified as minor, have been posted for WILL EARL ACOSTA, SID# 0085060, with no administrative actions. You may wish to review these referrals for further action.

This email warning is reset by posting an administrative action on the latest referral.

Dist	Sch	Ref #	RefDate	Loc	Type	Comments
027	006	5	2009-01-24	AUDITORIUM	MINOR	Comments for referral #5
027	006	4	2009-01-24	BUS	MINOR	Comments for referral #4
027	006	3	2009-01-24	BATHROOM	MINOR	Comments for referral #3
027	006	2	2009-01-24	CAFETERIA	MINOR	Comments for referral #2
027	006	1	2009-01-24	BATHROOM	MAJOR	Comments for referral #1

3. A school administrator can run a report of teacher created referrals that have “Referred to the Office”, but no administrative action has been taken. Directions are in this guide in the section labeled ‘List Students with 06 Referred to Office’.