

## 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. Sometimes an administrator may want to check with a listing to make sure all of these were handled.

If the administrator needs a printed list of students who have the RefPg2 action of “06 Referred to Office” that has not been handled yet, follow the steps below:

1. Enter the discipline posting module as normal.
2. Click the **Action** button on the upper right, and then choose **Audit**.
3. In the Audits Menu, choose **Referral History Analysis**.



4. Set the **From** and **To** date range.
5. Uncheck “**Complete History**”, and 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.