



Skyward Attendance & Gradebook

Discipline Referral

Entering a Discipline Referral

Double click a **student's name** in your gradebook.

On the Student's profile page, click the **Discipline** tab on the left.

Click **Add**.

Complete the discipline referral information.

Click **Save**.

Your school administrators will receive a Skyward email regarding the referral.

School: Mitchell Elementary
Offense: ACADEMIC
Location:
Bus:
 Classroom Referral
Date of Offense: Aug 15 2016 Mon, Aug 15 2016
Time of Offense: 9 : 00 AM
 Parent Notified
Comment:

You can check the **Classroom Referral box** and **Add a Classroom Action** if you as a teacher handled the issue but would like to formally document your action(s).

Administrators will **NOT** receive an email regarding Classroom Referrals.

By clicking on the **Discipline tab** on a student's profile page, you will also be able to see any other referrals that you have written for the student.

Classroom Referral
Classroom Action: [Add a Classroom Action](#)
Date of Offense: Aug 15 2016 Mon, Aug 15 2016
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 Parent N