

Discipline

From online discipline referrals to reports that merge discipline data with demographic, attendance, exceptional student education and assessment data, Focus provides a single source to manage discipline data.

Processing Referrals

Administrators have the option of creating referrals and processing the disciplinary action separately. This is helpful in the event an investigation needs to be conducted before a disciplinary action can be determined.

1. Go to the **Discipline** menu and select **Add Referral**.
2. Enter the name or ID number for the student for whom the referral is being entered.
3. Click **Search** and if applicable, click on the student name in the search results.
4. Complete the referral fields. Required fields are marked by a red asterisk, highlighted red, and display in the **Errors** section.

Focus Writers02 | **Add Referral** | Lizette Garcia | Focus High School - 0041 | SIS | Admin | 2022-2023 | 4th 9 Weeks | ERP

Student: Abe, Charlie Noel | * Incident Date: 08/15/2023 | Submission Date: 08/15/2023 | Closed: ✗ | Teacher Code: [] | * Reporter: Garcia, Lizette | Bus Number: [] | Reviewed By Admin: [] | Minor Infraction - No administrative...: []

✗ Time of Day Incident Occurred

Action Record(s)

Export [] Filter: OFF

	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered
	[]	[]	[]	[]	[]	[]	[]	[]

Zero-Tolerance:Expulsion: The student was not expelled.[Z] | School-Related Arrests: No, the student was not arrested [N] | * Primary Discipline Code: [] | Other Discipline Code(s): []

Involved in Bullying: ☐ N/A ☒ No ☐ Yes

Errors:

- ✗ Primary Discipline code must not be blank.
- ✗ Others Involved
- ✗ Parent Contact
- ✗ Primary Discipline Code
- ✗ Time of Day Incident Occurred
- ✗ Location
- ✗ Incident Description
- ✗ Teacher Action/Intervention

Save | Help | Logout

Clicking on an **Error** will shortcut to that required field.

The **Discipline Code** may be edited even after the referral has been saved.

The disciplinary action is entered on the **Action Records** logging fields.

Pressing the enter/return key creates a new **Action Record** row, if multiple actions will be assigned. The row(s) will stay yellow until the **Save** button is clicked.

Student	Abe, Charlie Noel	* Reporter	Garcia, Lizette					
* Incident Date	08/15/2023	Bus Number						
Submission Date	08/15/2023	Reviewed By Admin	<input type="checkbox"/>					
Closed	✖	Minor Infraction - No administrative...	<input type="checkbox"/>					
Teacher Code								
* Time of Day Incident Occurred 09:00 am								
Action Record(s)								
Export Filter: OFF								
	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	08112023	Detention	08/14/2023	08/14/2023	08/14/2023	0	In School Su...	Lizette Garc

Scroll to select any additional fields that may be relevant to the selected discipline code.

5. Check **Reviewed by Administrator** at the top of the referral.

The referral is not “Processed” until the **Reviewed by Administrator** check box has been checked. This will remove the portal alert for the administrator. In Focus, “Reviewed by Administrator” and “Processed” mean the same thing.


Student	Abe, Charlie Noel	* Reporter	Garcia, Lizette
* Incident Date	08/15/2023	Bus Number	
Submission Date	08/15/2023	Reviewed By Admin	<input type="checkbox"/>
Closed	✖	Minor Infraction - No administrative...	<input type="checkbox"/>
Teacher Code			
* Time of Day Incident Occurred 09:00 am			
Action Record(s)			

The **Closed without Processing** check box does not apply when the administrator is creating the referral. This is applicable to teacher-submitted referrals and allows the administrator to close the referral without assigning an action.

Reviewed by Administrator and **Closed without Processing** check boxes may not be checked at the same time as they are contradictory.

Minor Infraction is used if the **Discipline Code** does not require or warrant an **Action**.

6. Click **Save**.



The referral can be submitted without entering a disciplinary action record or checking the “Reviewed by Administrator” box in the event more information is required and the administrator must delay processing the referral. The referral will not save without selecting a Discipline Code or other required fields.

Activity 1

Enter a disciplinary referral for a student observed misbehaving in the hallway.

Adding a Victim Entry to a Referral

The Victims table is used to document the victims of an aggressor student. When the “Prevent Co-Enrollment” check box is selected on the entry, the aggressor cannot be enrolled in the victim’s school for the defined period. A warning message will display on the Add a Student screen indicating the student cannot be enrolled because they are an aggressor of the victim student.

1. In the **Victims** table on the referral, enter the victim’s **Student ID**.

Others Involved

Parent Contact

Processed

Victims

Export

Filter: OFF

	Student ID	Start Date	End Date	Comments	Prevent Co-Enrollment
		08/15/2023			


2. Select a **Start Date** and **End Date**.

3. (Optional) Enter any **Comments**, if needed.

4. **Hope Scholarship** pull-down may be included to track students who have been offered that option as a result of bullying/harassment, etc.

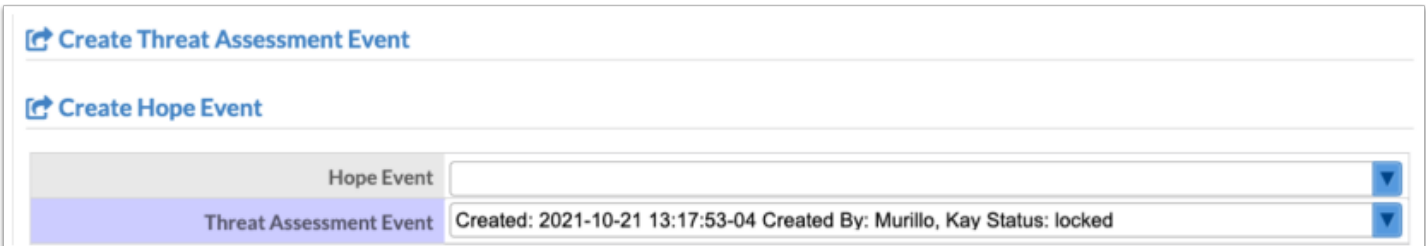
5. Select **Prevent Co-Enrollment** to prevent the aggressor from being enrolled in the victim's school in the time frame defined in the **Start Date** and **End Date** fields. If no end date is entered, the aggressor cannot be enrolled in the victim's school for an indefinite period of time.

6. Press the **Enter** key to add the entry.

 The aggressor student will need to be manually withdrawn from the school as this is not an automatic process. When **Prevent Co-enrollment** is checked and a drop date is entered for the aggressor student, a red error message "Victim/Aggressor Restriction" displays in the Errors panel on the Enrollment screen. When **Prevent Co-enrollment** is not checked and a future drop date is entered for the aggressor student, a yellow warning message "Victim/Aggressor Restriction" displays in the Errors panel and can be dismissed. If a past drop date is entered, no warning or error displays.

Creating a Threat Assessment or Hope Event

If the district is utilizing the Special Student Services (SSS) module for Threat Assessment and/or Bullying & Harassment, fields can be enabled on the referral that would link to the SSS module where those options can be completed if the student's behavior requires a Florida Standardized Behavioral Threat Assessment and/or the provision of a Hope Scholarship notification form. Additionally, if the student has had previous Threat Assessments or Hope Scholarship notifications, a list will display in the pull-down on the referral as well.



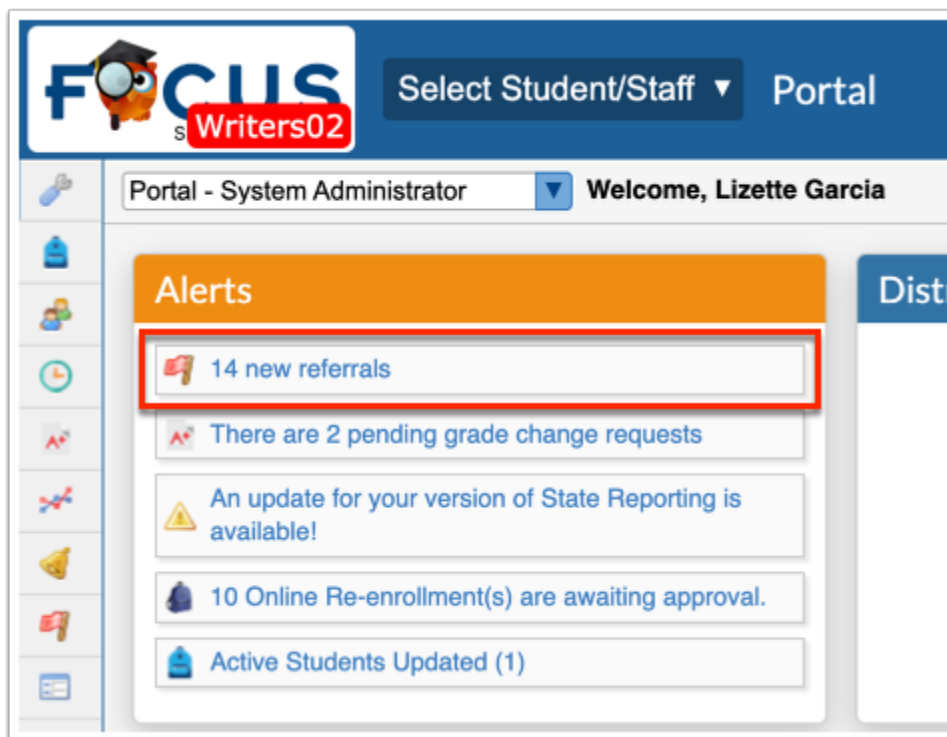
The screenshot shows a web interface with two main sections: "Create Threat Assessment Event" and "Create Hope Event". Below "Create Hope Event", there is a "Hope Event" label and a pull-down menu. Below "Create Threat Assessment Event", there is a "Threat Assessment Event" label and a status field that reads "Created: 2021-10-21 13:17:53-04 Created By: Murillo, Kay Status: locked".

Options for Processing Referrals

Processing Referrals

In the **Alerts** section of the administrator's portal page, an alert may indicate the number of new (unprocessed) referrals if teachers are entering referrals or if the administrator created referrals but did not check **Reviewed by Administrator**. If an Administrator has been assigned a **Student Group**, the **Alerts** will only include alerts for students in the assigned group.

1. Click on the **Alerts** link to see a list of the unprocessed referrals created by any administrator. This number will also include referrals entered by teachers if the school has enabled that option.



2. The referrals screen opens showing a list of all unprocessed referrals.
3. Click the student name to select the referral to be processed.

</

The referral form displays the information entered by the teacher or administrator.

		Abe, Charlie Noel ▾ Referrals		Lizette Garcia Focus High School - 0041 ▾ SIS		Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ ERP											
Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice Billing																	
Total Days of Discipline: 0																	
Print a Form/Letter				Save													
Student	Abe, Charlie Noel			* Reporter	Roxy, Frida Lizette												
* Incident Date	07/05/2023			Submission Date	07/05/2023												
Reviewed By Admin	<input type="checkbox"/>			Closed	✗												
Minor Infraction - No administrative action...	<input type="checkbox"/>			Teacher Code	Class Cut (admin)												
Action/Disposition Code				Primary Discipline code must not be blank.													
Action Taken By				Others Involved													
Bus Number				Primary Discipline Code													
Context																	
Incident ID 10000326																	
Involved in Hate Crime <input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes																	
Refer Date																	
Suspension Length (Hours)																	
* Time of Day Incident Occurred 01:30 pm																	

4. Select a **Discipline Code** from the drop-down (this may already be selected on referrals created by an administrator) as well any relevant fields.

5. Complete the **Action Records Entry** logging field (fields vary by district).

Total Days of Discipline: 0

Print a Form/Letter

Save

Student: Abe, Charlie Noel

* Reporter: Roxy, Frida Lizette

* Incident Date: 07/05/2023

Submission Date: 07/05/2023

Reviewed By Admin: ☐

Closed: ☒

Minor Infraction - No administrative action...: ☐

Teacher Code: Class Cut (admin)

* Primary Discipline Code: [Empty]

Other Discipline Code(s): [Empty]

Action Record(s)

Export [Icon] [Icon] Filter: OFF

	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by
[Icon]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

Zero-Tolerance:Expulsion The student was not expelled.[Z]

Primary Discipline code must not be blank.

Others Involved

Primary Discipline Code

a. Action: Select from drop-down. There might be a few predetermined Actions for the chosen **Discipline Code**.

b. Date: Enter date the action was decided (may or may not be the same as the start date of the consequences).

c. Date Begins & Date Ends: Enter dates for the selected action. The system will automatically calculate the **Length of Action** and this accounts for non-school days as well. This is particularly important for **ISS** and **OSS** actions.

Alternate option: Enter the **Date Begins** and then the **Length of Action** and the system will automatically generate the **Date Ends**.

Dates can be modified if the dates differ from what the student actually serves.

Action Record(s)

Export [Icon] [Icon] Filter: OFF

	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by
[Icon]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
[Icon]	[Empty]	Assigned Sa...	07/06/2023	07/10/2023		3	In School Su...	

d. Attendance Code: If applicable. Typically tied to In-School or Out-of-School Suspensions but can also include other district-defined disciplinary absences.

The screenshot shows the 'Action Record(s)' form. At the top, there are buttons for 'Export' and 'Filter: OFF'. Below these are several columns: 'ed', 'Date Begins', 'Date Ends', 'Length of Action', 'Attendance Code', 'Administered by', 'Action Record Notes', and 'Zero-Tolerance: Expl'. A row is highlighted in yellow with the following values: '23', '07/10/2023', '3', and 'In School Su...'. A dropdown menu is open for the 'Attendance Code' column, showing a search bar 'Filter...' and three options: 'In School Suspension' (highlighted), 'Out of School Suspension', and 'Unexcused Abs Related to Discipline'. Below the table, there are sections for 'Zero-Tolerance:Expulsion' (The student was not), 'School-Related Arrests' (No, the student was), and 'Involved in Bullying' (N/A, No, Yes).

The student's attendance record will automatically update with the applicable attendance code from the start date through the end date of the action.

The attendance code also displays for teachers on the student's schedule.

Teachers will be unable to edit this code when taking attendance and if a teacher has already entered an attendance code, it will be overridden by the referral code.

⚠ If an administrator enters the discipline attendance code and date(s) on the referral, the code (OSS or ISS) will display on the student in the attendance module.


If a discipline attendance code needs to be updated for future date(s), it only needs to be updated on the referral.

If a discipline attendance code needs to be updated for the current date, it will need to be adjusted on both the referral and attendance administration.

6. Reviewed by Administrator: Check the box to finalize referral processing. Unchecked, the referral will remain unprocessed and will continue to display in the **Alerts** block.

Demographic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit Trail
Total Days of Discipline: 0									
							<div> <div>☰</div> <div>☐</div> <div>☐</div> </div> <div>Print a Form/Letter</div>		
Student		Abe, Charlie Noel				* Reporter		Roxy, Frida Lizette	
* Incident Date		07/05/2023				Submission Date		07/05/2023	
Reviewed By Admin		<input checked="" type="checkbox"/>				Closed		✖	
Minor Infraction - No administrative action...		<input type="checkbox"/>				Teacher Code		Class Cut (admin)	

7. Click **Save**.

 Once an administrator processes a referral, the teacher receives a portal alert indicating the referral was processed. Teachers only see referrals they have submitted.

Activity 2

Process Referrals: Use the Portal Alert to access the list of unprocessed referrals. Process the referral that was created in Activity 1.

Merging Referrals

This option allows administrators to combine multiple referrals for the same student into one referral and apply one disciplinary action. Only unprocessed referrals with no disciplinary action assigned and not Reviewed by Administrator can be merged. The referral with the assigned disciplinary action becomes the **parent referral**.

1. Begin with the unprocessed referral that will be merged into the parent referral.
2. Click the green **Settings** icon.
3. Click the **Merge** button.

Demographic Enrollment Schedule Requests Grades Absences Activities **Referrals** Test History Audit Trail Grad Files SSS Choice Billing

Total Days of Discipline: 0

Print a Form/Letter Save [Icons]

Student	Abe, Charlie Noel	* Reporter	Roxy, Frida
* Incident Date	07/05/2023	Submission Date	07/05/2023
Reviewed By Admin	<input type="checkbox"/>	Closed	<input checked="" type="checkbox"/>
Minor Infraction - No administrative action...	<input type="checkbox"/>	Teacher Code	Class Cut (a

Export [Icons] Filter: OFF

	ed	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by	Action Record Notes
<input checked="" type="checkbox"/>							

Duplicate [Icon]
Delete [Icon]
Merge [Icon]
Link Incident [Icon]
Send Back [Icon]
Close Without Processing [Icon]
Add New Referral [Icon]

4. Check the box next to the referral that will be the parent referral. Only **one** referral can be selected.

5. Click **Merge Into**.

Merge Referrals

Select Referral(s)

Filter: OFF

	Incident ID	Involved in Hate Crime	Zero-Tolerance:Expulsion	Time of Day Incident Occurred	Involved in Bullying	Teacher Recommendation
<input checked="" type="checkbox"/>	10000017		The student was not expelled.[Z]		No	
<input type="checkbox"/>	10000023		The student was not expelled.[Z]		No	

Merge Into Cancel

A confirmation box displays the ID number of the parent referral.

6. Click **Close**.

Complete

This referral has been merged into: [1053986](#)

Close

7. To view the merged referrals or unmerge referrals, click the green **Settings** button.
8. Click the **Merge** button to view the list of previously merged referrals.

The screenshot shows the 'Referrals' tab in a software interface. At the top, there are navigation tabs: Demographic, Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals (selected), Test History, Audit Trail, Grad, Files, SSS, Choice, and Billing. Below these, it says 'Total Days of Discipline: 0'. A toolbar contains icons for menu, view, list, print, save, info, settings (highlighted with a red box), and navigation arrows. A dropdown menu is open from the settings icon, showing options: Duplicate, Delete, Merge (highlighted with a red box), Link Incident, Send Back, Close Without Processing, and Add New Referral. The main form displays student information: Student: Abe, Charlie Noel; Reporter: Roxy, Frida; Incident Date: 07/05/2023; Submission Date: 07/05/2023; Reviewed By Admin: ☐; Closed: ☒; Minor Infraction - No administrative action...: ☐; Teacher Code: Class Cut (a). Below this is an 'Action Record(s)' section with an 'Export' button and a 'Filter: OFF' button. A table with columns: ed, Date Begins, Date Ends, Length of Action, Attendance Code, Administered by, and Action Record Notes is partially visible.

9. Click **Unmerge** to unmerge the referrals.

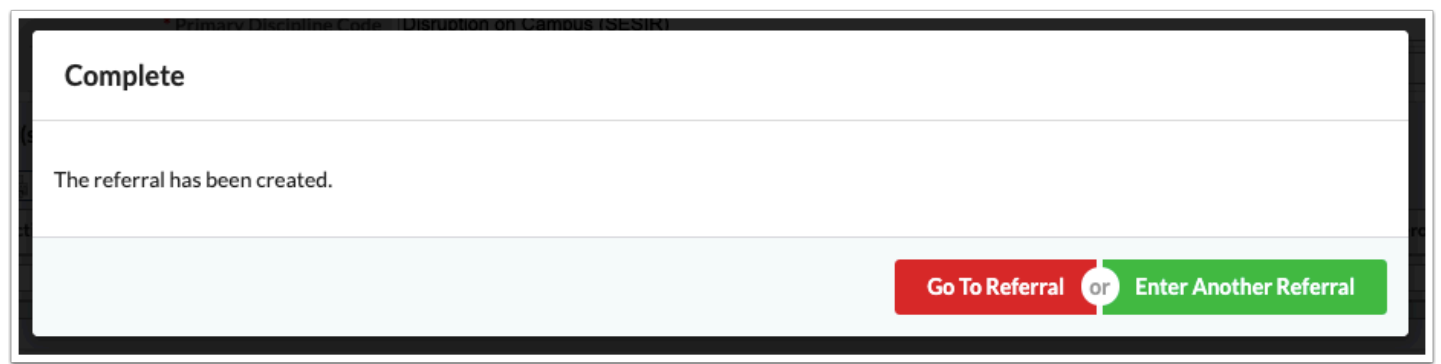
The screenshot shows a 'Merge Referrals' dialog box. It has a title bar 'Merge Referrals'. Below it is a section 'Parent Referral' containing a table with columns: Bus Operator/Attendant (Transportation Use ONLY), Bus Number, Bus Route (Transportation Use ONLY), Time of Referral, Alternatives Tried, and County/Dist. The table has one row with values: (empty), (empty), (empty), 12:01 am - 6:00 am, (empty), and (empty). Below the table is a green 'Unmerge' button (highlighted with a red box) and a red 'Cancel' button.

i It is helpful to note that when merging referrals, only the parent referral will keep the reporter's name and the description of the incident/behavior. To maintain the reporter(s) and/or description(s) from the merged referrals it is possible to copy that information from the merged (child) referrals in to the description field or the **Action Notes** field on the parent referral.

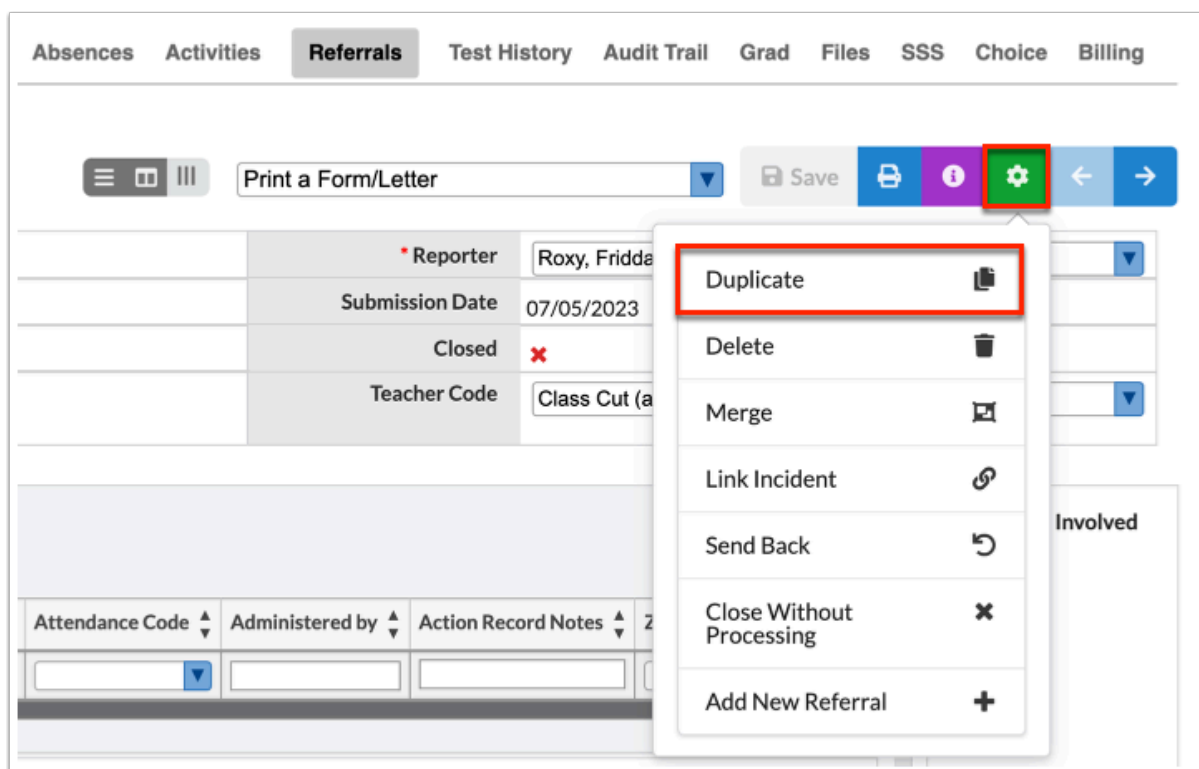
Duplicating Referrals

When multiple students are involved in a single incident, administrators can create one referral and then duplicate that referral for the other students. This will create a separate referral that has all the copied information except for the action for each student.

1. Go to the **Discipline** menu and select **Add Referral**.
2. Enter the name or student ID of the involved student.
3. Complete the referral, including the disciplinary action.
4. Click **Save**.
5. A pop-up window displays; click **Go to Referral**.



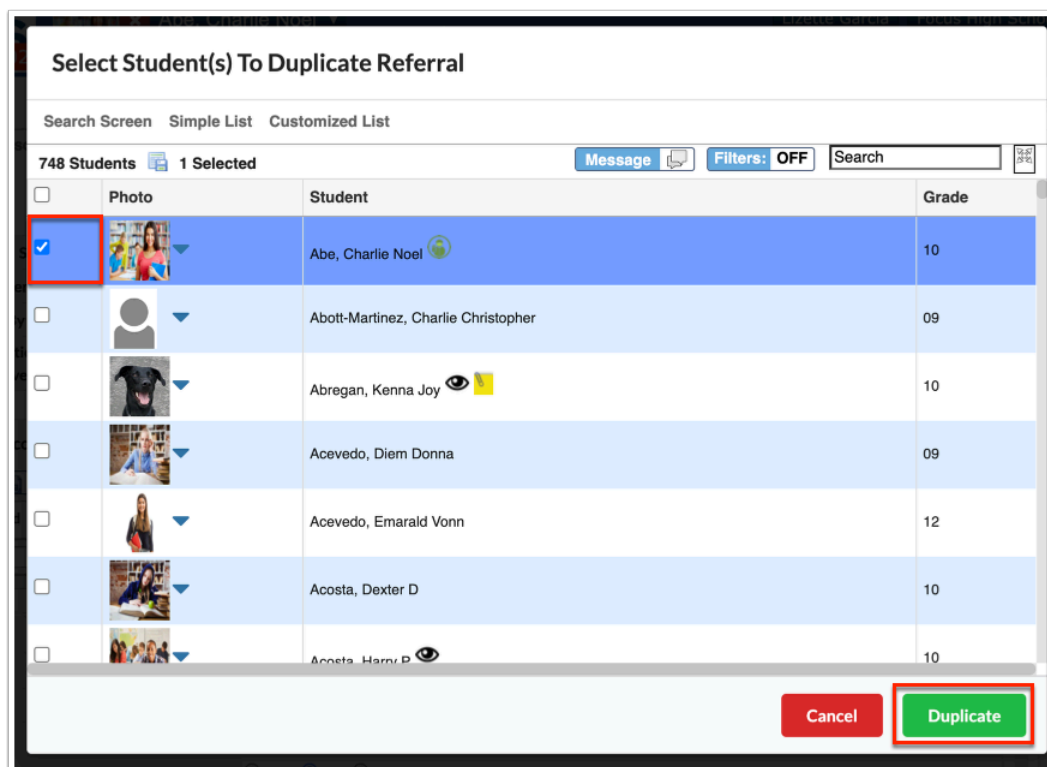
6. Click the green **Settings** icon then click **Duplicate**.



7. A student search box will display in a pop-up window. Use the search bar to search for the student(s) or click **Simple List** to view all students in the school.

8. Check the boxes next to the correct student names.

9. Click **Duplicate**.



A pop-up window displays confirming the referral was duplicated

10. Click on a student's ID to open their referral on a new tab and assign their disciplinary action.
11. Close the new tab and return to the list of duplicated referrals to select the next student (if applicable). Repeat the previous steps to duplicate referrals, as needed.
12. Click **Close** when finished to return the original referral.

Complete

The following referral(s) have been created. Please click below to add an action and submit the referral(s).

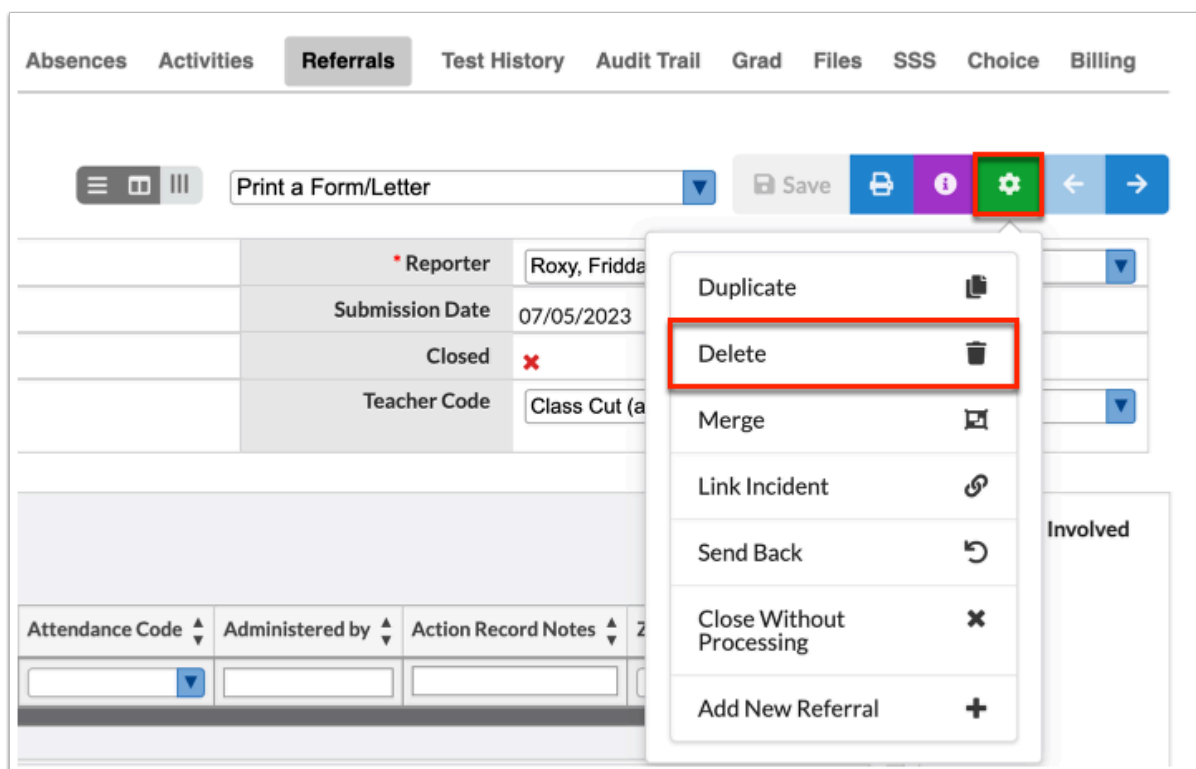
Abott-Martinez, Charlie Christopher: 1056550
Acevedo, Diem Donna: 1056551

Close

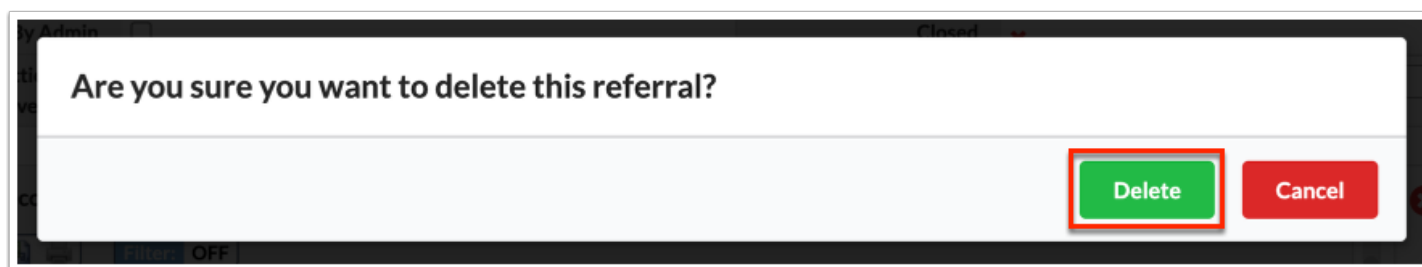
Deleting Referrals

Referrals can be deleted by users with the profile permission to delete referrals. [Referrals that have been processed and referrals linked to a discipline incident cannot be deleted.](#)

1. On the referral that will be deleted, click the green **Settings** icon.
2. Select **Delete**.



3. In the confirmation message, click **Delete**.

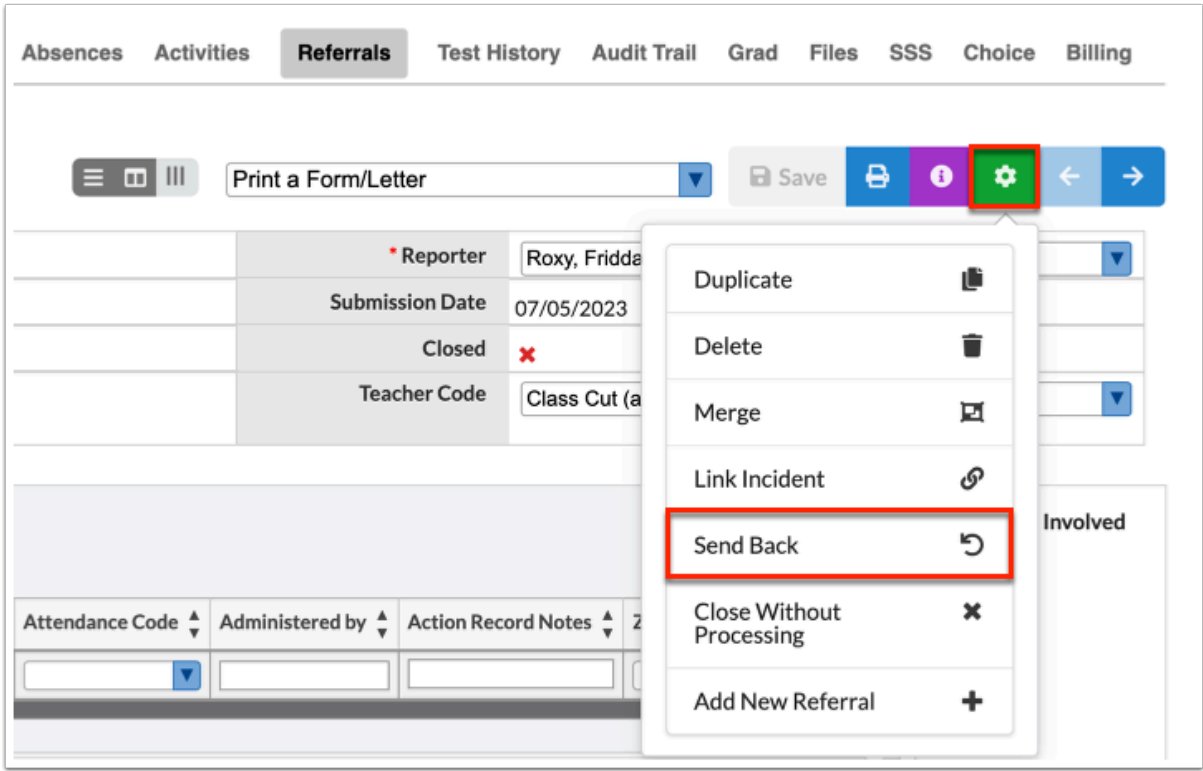


Sending Referrals Back for Correction

Administrators can send a referral back to the originator when corrections are needed. The administrator can add a comment on why it is being sent back. A **Portal** alert will display to the originator indicating a referral was returned with comments. When the referral is opened, the comment will display at the top of the referral form and will remain until the referral is updated. When a referral is sent back for correction, it does not count against the student until the referral is sent back to the administrator.

1. On the referral being sent back for correction, click the green **Settings** icon at the top of the screen.

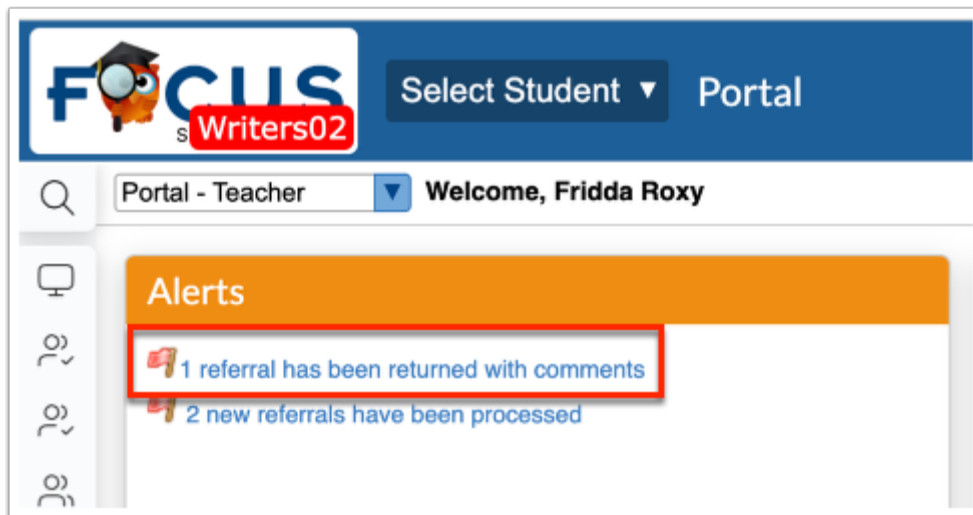
2. Click **Send Back**.



3. In the pop-up window, enter a **Comment** and click **Send Back**.



The teacher will receive a portal alert prompting the correction.



When a referral is sent back for correction, “Returned” will display in the “Processed” column when viewing the referrals list.



















6 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Student	Student ID	Grade	Reporter	Incident Date	Submission Date	Processed	Teacher Code	Primary Discipline Code	Incident	Action(s)
 Abe, Charlie Noel 	55879	10	Roxy, Frida Lizette	07/05/2023	07/05/2023 6:48 pm	Returned	Class Cut... 	Violation (School Rules)		
 Abe, Charlie Noel 	55879	10	Roxy, Frida Lizette	07/05/2023	07/05/2023 6:46 pm		Class Cut... 			
 Abe, Charlie Noel 	55879	10	Roxy, Frida Lizette	07/05/2023	07/05/2023 6:42 pm		Class Cut... 			
 Abe, Charlie Noel 	55879	10	Roxy, Frida Lizette	06/30/2023	06/30/2023 9:49 am		Abusive ... 			
 Abe, Charlie Noel 	55879	10	Garcia, Lizette	06/30/2023	06/30/2023 9:20 am			Disrespectful		
 Abe, Charlie Noel 	55879	10	Garcia, Lizette	06/05/2023	06/05/2023 10:18 am	Processed	Profanity ... 	Disrespectful		

Closing Referrals Without Processing

A discipline referral can be closed without processing when the system preference “Enable Closing of Unprocessed Referrals” is enabled. Unlike deleting a referral, closed referrals are still available in Focus for viewing. When a referral is closed, it is indicated at the top of the referral form, along with any comments entered by the user who closed the referral.

1. On the referral that will be closed, click the green **Settings** icon at top of screen.
2. Click **Close Without Processing**.

Activities **Referrals** Test History Audit Trail Grad Files SSS Choice Billing

Print a Form/Letter Save [Print] [Info] [Settings]

* Reporter	Roxy, Frida Lizette
Submission Date	07/05/2023
Closed	✗
Teacher Code	Class Cut (admin)

Duplicate
Delete
Merge
Link Incident
Send Back
Close Without Processing
Add New Referral

3. Enter a comment and click **Close**.

Close Referral Without Processing

Comment

Charlie was not cutting class; she was in the admin office dealing with a personal matter. Ms. Lauren, our guidance counselor will be meeting with Charlie on a regular basis to monitor her through this personal matter.

Close Cancel

The comment is displayed at the top of the referral form.

Demographic Enrollment Schedule Requests Grades Absences Activities **Referrals** Test History Audit Trail Grad Files SSS Choice Billing

Total Days of Discipline: 0

Print a Form/Letter Save

The Referral Has Been Closed With The Following Comment: Charlie was not cutting class; she was in the admin office dealing with a personal matter. Ms. Lauren, our guidance counselor will be meeting with Charlie on a regular basis to monitor her through this personal matter.

Student	Abe, Charlie Noel	* Reporter	Roxy, Frida Lizette
* Incident Date	07/05/2023	Submission Date	07/05/2023
Reviewed By Admin	<input type="checkbox"/>	Closed	✓
Minor Infraction - No administrative action...	<input type="checkbox"/>	Teacher Code	Class Cut (admin)

A referral that has been closed without processing will have a green check mark in the **Closed** field.

This will **not** send an alert to the Reporter/Teacher, Parents or Students when selected.

Detention List

Students assigned a discipline referral for a detention through the tardy tracking functionality will display on the **Detention List**. Students who receive a non-tardy detention as a consequence on the referral action record will also display on the **Detention List**.

i The **Detention** check box must be selected for the detention action on the **Action** tab in **Referral Codes & Actions** for the student to be added to the **Detention List** once that is assigned to the student.

Locate an unprocessed referral or create a referral for a student and assign **Detention for 2 days** as the **Action**.

Marking Detentions as Completed

Administrators/staff with permission to edit the Detention List will be able to check in students as they attend Detention. Once served, they can be marked Completed, which will

update the Action logging field on the referral. This is applicable for students receiving referrals from Tardy Tracking and students assigned Detention as a consequence for behavior.

1. Select **Discipline**, then click **Detention List**.

Students who have a pending detention are displayed, along with the referral reason (discipline code), the action that was assigned, the assigned date, the due date, the length of action, and the days completed. The due date is highlighted in red if it has passed.

☐ Show Completed [Check/Uncheck All](#) 0/4 checked [Save](#)

4 Records [Export](#) [Filter: OFF](#)

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00056715	Cannon,	11	Fighting Lesser/Physical Aggression	Detention	02/14/2022	02/17/2022	3	0	<input type="checkbox"/>
00020952	Davis,	12	Profanity (Using)	Detention	02/10/2022	02/16/2022	1	0	<input type="checkbox"/>
00057732	Fish,	09	Leaving School Grounds	Detention	05/07/2021	02/14/2022	3	2	<input type="checkbox"/>
00057730	Young,	09	Insubordination/ Defiance	Detention	02/11/2022	02/14/2022	1	0	<input type="checkbox"/>

2. Select **Completed** to mark a detention as completed for the applicable student.

3. Click **Save**.

☐ Show Completed [Check/Uncheck All](#) 1/4 checked [Save](#)

4 Records [Export](#) [Filter: OFF](#)

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00056715	Cannon,	11	Fighting Lesser/Physical Aggression	Detention	02/14/2022	02/17/2022	3	0	<input type="checkbox"/>
00020952	Davis,	12	Profanity (Using)	Detention	02/10/2022	02/16/2022	1	0	<input type="checkbox"/>
00057732	Fish,	09	Leaving School Grounds	Detention	05/07/2021	02/14/2022	3	2	<input type="checkbox"/>
00057730	Young,	09	Insubordination/ Defiance	Detention	02/11/2022	02/14/2022	1	0	<input checked="" type="checkbox"/>

For students with a one day detention (Length of Action equals one), the Days Completed field will update to one.

☐ Show Completed [Check/Uncheck All](#) 0/3 checked [Save](#)

4 Records [Export](#) [Filter: OFF](#)

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00056715	Cannon,	11	Fighting Lesser/Physical Aggression	Detention	02/14/2022	02/17/2022	3	0	<input type="checkbox"/>
00020952	Davis,	12	Profanity (Using)	Detention	02/10/2022	02/16/2022	1	0	<input type="checkbox"/>
00057732	Fish,	09	Leaving School Grounds	Detention	05/07/2021	02/14/2022	3	2	<input type="checkbox"/>
00057730	Young,	09	Insubordination/ Defiance	Detention	02/11/2022	02/14/2022	1	1	02/15/2022

The Completed field will populate with today's date. Once the screen is refreshed, the student is removed from the list.

Click on the **Student** name to view the referral before refreshing the screen:

The **Action Record Notes** will update with the date the detention was served.

The **Days Completed** will increment by 1 for each day completed.

Action Record(s)

Export Filter: OFF

Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by	Action Record Notes
1	Detention	07/08/2022	07/08/2022	07/08/2022	1			Detention Served: 07/08/2022

Viewing Completed Detentions

1. Select **Discipline** and then click **Detention List**.
2. Select **Show Completed** at the top of the screen. The list is updated to include completed detentions.

☐ Show Completed [Check/Uncheck All](#) 0/2 checked [Save](#)

3 Records [Export](#) Filter: OFF

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00056715	Cannon,	11	Fighting Lesser/Physical Aggression	Detention	02/14/2022	02/15/2022	3	1	02/15/2022
00020952	Davis,	12	Profanity (Using)	Detention	02/10/2022	02/16/2022	1	0	<input type="checkbox"/>
00057732	Fish,	09	Leaving School Grounds	Detention	05/07/2021	02/14/2022	3	2	<input type="checkbox"/>

The **Completed** column displays the date the detention was marked as completed. Any detentions that have not been completed will have the blank check box in the **Completed** column.

☒ Show Completed [Check/Uncheck All](#) 0/2 checked [Save](#)

10 Records [Export](#) Filter: OFF

Student #	Student	Grade Level	Referral Reason	Action	Assigned	Due	Length of Action	Days Completed	Completed
00023057	Acevedo,	09	Fighting Lesser/Physical Aggression	Detention	04/08/2021	05/10/2021	2	2	05/07/2021
00061074	Arteaga,	09	Insubordination/ Defiance	Detention	05/07/2021	05/07/2021	1	1	05/07/2021
00056715	Cannon,	11	Fighting Lesser/Physical Aggression	Detention	02/14/2022	02/15/2022	3	1	02/15/2022
00020952	Davis,	12	Profanity (Using)	Detention	02/10/2022	02/16/2022	1	0	<input type="checkbox"/>
00057732	Fish,	09	Leaving School Grounds	Detention	05/07/2021	02/14/2022	3	2	<input type="checkbox"/>
00030958	Foster,	10	Insubordination/ Defiance	Detention	05/07/2021	05/07/2021	1	1	05/07/2021
00057431	Stanley,	12	Profanity (Using)	Detention	10/15/2021	02/14/2022	1	1	02/14/2022
00060804	Wood,	12	Inappropriate Behavior	Detention	05/07/2021	05/07/2021	1	1	05/07/2021
00057730	Young,	09	Insubordination/ Defiance	Detention	02/11/2022	02/15/2022	1	1	02/15/2022
00059259	Zepeda,	11	Disruption Lesser/Disorderly Conduct	Detention	05/06/2021	05/07/2021	1	1	05/07/2021

SESIR Incidents

When a SESIR Discipline Code is selected on the referral form, an error message displays on the right panel. Clicking the error message will give the administrator the option to link the referral to an existing Discipline Incident form or create a new one. If the system preference has been enabled, administrators can link a SESIR to any school within the district when adding a referral.

i A School Environmental Safety Incident Reporting (SESIR) incident is an incident that is against the law or represents serious breaches of the code of student conduct and is reported to the state of Florida.

1. When creating or processing the referral, select a **SESIR** code from the **Primary Discipline Code** pull-down.
2. Complete the referral and select **Click here to complete SESIR**.

Save

Others Involved

Parent Contact

Time of Day Incident Occurred

Location

Incident Description

Teacher Action/Intervention

Click here to complete SESIR

Action Record(s)

Export

Filter: OFF

	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Co

Zero-Tolerance:Expulsion

The student was not expelled.[Z]

School-Related Arrests

No, the student was not arrested [N]

* Primary Discipline Code

Fighting (SESIR)

Other Discipline Code(s)

Involved in Bullying

☐ N/A ☒ No ☐ Yes

Use of Alcohol

☐ N/A ☒ No ☐ Yes

Use of Drugs

☐ N/A ☒ No ☐ Yes

Weapon Use

☐ N/A ☒ No ☐ Yes

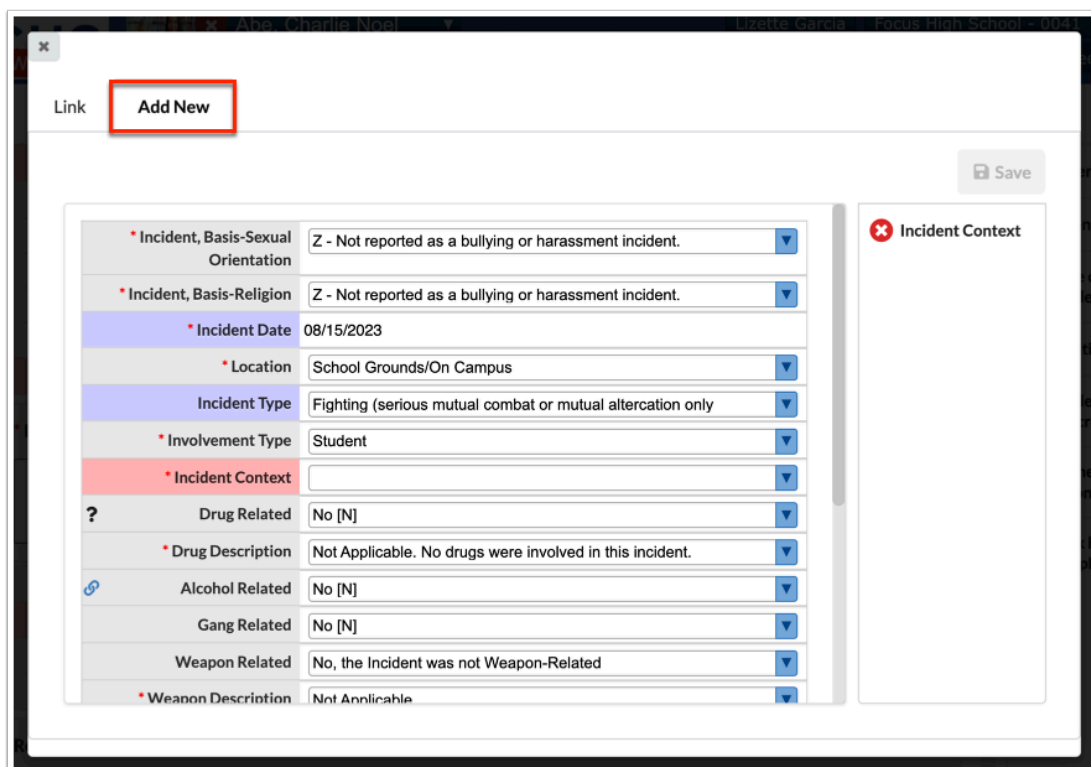
* Location

3. A pop-up displays the SESIR form.
4. Follow the steps below for Add New or Link.

Creating New SESIRs

This allows the administrator to create a new SESIR. If there is a SESIR incident involving multiple students, the administrator can **Create a New SESIR** for the first referral that is entered and the next referral(s) involved in the event can be **Linked**.

1. Click **Add New**.



The screenshot shows a web application interface for creating a new SESIR. At the top, there are tabs labeled 'Link' and 'Add New', with 'Add New' highlighted by a red rectangle. Below the tabs is a 'Save' button. The main form contains several fields with dropdown menus and checkboxes. The fields are: 'Incident, Basis-Sexual Orientation' (Z - Not reported as a bullying or harassment incident), 'Incident, Basis-Religion' (Z - Not reported as a bullying or harassment incident), 'Incident Date' (08/15/2023), 'Location' (School Grounds/On Campus), 'Incident Type' (Fighting (serious mutual combat or mutual altercation only)), 'Involvement Type' (Student), 'Incident Context' (empty), 'Drug Related' (No [N]), 'Drug Description' (Not Applicable. No drugs were involved in this incident.), 'Alcohol Related' (No [N]), 'Gang Related' (No [N]), 'Weapon Related' (No, the Incident was not Weapon-Related), and 'Weapon Description' (Not Applicable). A red 'X' icon and the text 'Incident Context' are visible on the right side of the form.

2. Complete the relevant and required fields on the SESIR form.

3. Click **Save**.

Adding to Existing SESIR Incidents

A referral can be linked to an existing SESIR at the current school or, if the system preference has been enabled, the referral can be linked to a SESIR incident that was recorded at a different school in the district.

1. Click the **Link** tab at the top of the screen.

2. Check the radio button to select the Incident that should be linked to the referral.

The screenshot shows a web interface with two tabs: 'Link' and 'Add New'. The 'Link' tab is active. Below the tabs is a section titled 'Available' containing a 'Filter: OFF' button. A table lists available incidents. The first row is selected, indicated by a blue highlight and a red box around its radio button. The table has five columns: an empty column, a column with the value '78201', 'School', 'Year', 'Incident, Basis-Religion', and 'Incident, Basis-Sexual Orientation'.

		School	Year	Incident, Basis-Religion	Incident, Basis-Sexual Orientation
<input checked="" type="radio"/>	78201	Focus High School - 0041	2022	X - Other Religion	N - The bullying or harassment incident was not on the basis of sexual orientation

A green 'Link' button is located at the bottom right of the interface.

3. Click the green **Link** button.

i If the system preference "Enable All Schools checkbox when linking a SESIR" is enabled, the "All Schools" check box is displayed in the Link tab. Select the check box to display SESIR incidents from all schools.

This screenshot shows the 'Link' tab interface after the 'All Schools' checkbox has been selected. The 'Available' section now includes a checked checkbox labeled 'All Schools' (highlighted with a red box) and a 'Filter: OFF' button. Below this, a table displays four incidents, each with a radio button, an ID number, and two columns for incident basis: 'Incident, Basis-Religion' and 'Incident, Basis-Sexual Orientation'.

		Incident, Basis-Religion	Incident, Basis-Sexual Orientation
<input type="radio"/>	1	Z - Not a bullying or harassment incident.	Z - Not a bullying or harassment in
<input type="radio"/>	3	Z - Not a bullying or harassment incident.	Z - Not a bullying or harassment in
<input type="radio"/>	5	Z - Not a bullying or harassment incident.	Z - Not a bullying or harassment in
<input type="radio"/>	7	Z - Not a bullying or harassment incident.	Z - Not a bullying or harassment in

Deleting Incident Forms

When it has been determined that a **Discipline Incident** form should NOT have been created, any linked referrals must first be unlinked before the **Discipline Incident** can be deleted.

! The **Delete** option will be grayed-out on any **Discipline Incident** that has linked referrals. If referrals have NOT been linked, the **Delete** option will be available.

No Linked Referrals

1. Go to the **Discipline** menu and select **Discipline Incidents**.
2. Locate and click on the **ID** number for the **Discipline Incident** to be deleted.

☐ View All Schools

2 Incidents

Customize Columns

Filters: OFF

Search

ID	School	Year	Incident, Basis-Religion	Incident, Basis-Sexual Orientation	Incident, Hazing-Related	Victims of Homicide	Weapon, Discharged	Incident Date	Location	Incident Type	Involvement Type	Incident Context	Drug Related	Drug Description	Alcohol Related	Gender Related
78201	Focus High School - 0041	2022	X - Other Religion	N - The bullying or harassment incident was not on the basis of sexual orientation.	N - No	Z - Not Applicable.	Z - Not Applicable.	Tue, 11 Oct 2022	School Grounds/On Campus	Threat/Intimidation	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]
78202	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Fri, 11 Aug 2023	School Grounds/On Campus		Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]

3. On the next screen, click the green **Settings** icon in the top right of the screen.
4. Click **Delete**.

Save [Print Icon] [Settings Icon]

* School Focus High School - 0041 * Year 2022

* Incident, Basis-Religion Z - Not reported as a bullying or harassment incident.

* Incident, Basis-Sexual Orientation Z - Not reported as a bullying or harassment incident.

Incident, Hazing-Related N - No

Victims of Homicide

Weapon, Discharged Z - Not Applicable.

* Incident Date 08/11/2023

* Location School Grounds/On Campus

Incident Type

* Involvement Type Student

* Incident Context During school hours

? Drug Related No [N]

Delete [Trash Icon]

Link Referral [Link Icon]

Incident, Hazing-Related code must be Y.

5. Confirm by clicking **Delete** in the pop-up.

Are you sure you want to delete this incident?

Delete Cancel

Unlinking Referrals

1. Go to the **Discipline** menu and select **Discipline Incidents**.
2. Locate and click on the **ID** number for the **Discipline Incident** to be deleted.

☐ View All Schools

2 Incidents [Print Icon]

Customize Columns Filters: OFF Search [Go]

ID	School	Year	Incident, Basis-Religion	Incident, Basis-Sexual Orientation	Incident, Hazing-Related	Victims of Homicide	Weapon, Discharged	Incident Date	Location	Incident Type	Involvement Type	Incident Context	Drug Related	Drug Description	Alcohol Related	Gang Related
78201	Focus High School - 0041	2022	X - Other Religion	N - The bullying or harassment incident was not on the basis of sexual orientation.	N - No	Z - Not Applicable.	Z - Not Applicable.	Tue, 11 Oct 2022	School Grounds/On Campus	Threat/Intimidation	Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]
78202	Focus High School - 0041	2022	Z - Not reported as a bullying or harassment incident.	Z - Not reported as a bullying or harassment incident.	N - No		Z - Not Applicable.	Fri, 11 Aug 2023	School Grounds/On Campus		Student	During school hours	No [N]	Not Applicable. No drugs were involved in this incident.	No [N]	No [N]

3. Click the green **Settings** icon in the top right of the screen.
4. Notice that the **Delete** option is disabled. Click **Link Referral** to view the linked referrals.

Lizette Garcia
Focus High School - 0041
SIS
Admin
2022-2023
4th 9 Weeks
ERP

Save
Print
Settings

* Year 2022

Delete
Link Referral

ident was not on the basis of sexual orientation.

5. In the top box labeled **Linked**, check the box(es) for the referral(s) to be unlinked.

×

Linked

Filter: OFF

	Referral	Student	Reporter	Incident Date	Submission Date
<input checked="" type="checkbox"/>	1056529	Breaux, William Hampton	Weiss, Ashley	10/11/2022	10/11/2022 02:58 pm

Available

< PrevPage: 1 / 2Next >Filter: OFF

	Referral	Student	Reporter	Incident Date	Submission D
<input type="checkbox"/>	1056511	Acosta, Dexter D	Roxy, Fridda Lizette	08/25/2022	08/25/2022 C
<input type="checkbox"/>	1056512	Anthony, Gabriel Marquez	Roxy, Fridda Lizette	08/25/2022	08/25/2022 C
<input type="checkbox"/>	1056513	Acosta, Dexter D	Weiss, Ashley	09/16/2022	09/16/2022 1
<input type="checkbox"/>	1056530	Barron, Debbie	Roxy, Fridda Lizette	11/30/2022	11/30/2022 C
<input type="checkbox"/>	1056531	Ahrens, Edgar Allan	Roxy, Fridda Lizette	11/30/2022	11/30/2022 C
<input type="checkbox"/>	1056532	Ballesteros, Kevin Bradon	Weiss, Ashley	12/01/2022	12/01/2022 C

6. At the bottom right, click the red **Unlink** button.

Linked

Filter: OFF

	Referral	Student	Reporter	Incident Date	Submission Date	Closed	Reviewed By Admin	Teacher Code	M
<input checked="" type="checkbox"/>	1056529	Breaux, William Hampton	Weiss, Ashley	10/11/2022	10/11/2022 02:58 pm				

Available

Prev Page: 1 / 2 Next Filter: OFF

	Referral	Student	Reporter	Incident Date	Submission Date	Closed	Reviewed By Admin	Teacher
<input type="checkbox"/>	1056511	Acosta, Dexter D	Roxy, Frida Lizette	08/25/2022	08/25/2022 01:48 pm		Y	Profanit
<input type="checkbox"/>	1056512	Anthony, Gabriel Marquez	Roxy, Frida Lizette	08/25/2022	08/25/2022 01:54 pm		Y	Disrupti
<input type="checkbox"/>	1056513	Acosta, Dexter D	Weiss, Ashley	09/16/2022	09/16/2022 11:35 am			
<input type="checkbox"/>	1056530	Barron, Debbie	Roxy, Frida Lizette	11/30/2022	11/30/2022 03:14 pm			Profanit
<input type="checkbox"/>	1056531	Ahrens, Edgar Allan	Roxy, Frida Lizette	11/30/2022	11/30/2022 03:21 pm			Disrupti
<input type="checkbox"/>	1056532	Ballesteros, Kevin Bradon	Weiss, Ashley	12/01/2022	12/01/2022 02:56 pm		Y	
<input type="checkbox"/>	1056533	Ferrer, Alvina Lyn	Angulo, Charlotte York	12/01/2022	12/01/2022 03:01 pm		Y	
<input type="checkbox"/>	1056534	Bell, Willie Xaiver	Weiss, Ashley	12/01/2022	12/01/2022 03:08 pm		Y	
<input type="checkbox"/>	1056535	Frazier, Linda Immanuel	Weiss, Ashley	12/01/2022	12/01/2022 03:13 pm		Y	
<input type="checkbox"/>	1056536	Quinones, Dina Charlotte	Weiss, Ashley	12/01/2022	12/01/2022 03:21 pm			
<input type="checkbox"/>	1056537	Nicholson, Brian Thomas	Weiss, Ashley	12/01/2022	12/01/2022 03:26 pm		Y	
<input type="checkbox"/>	1056538	Baker, Lucie	Abernathy, Nora Robin	05/03/2023	05/03/2023 10:21 am			Disrupti
<input type="checkbox"/>	1056539	Alonso, Mary Shelley	Abernathy, Nora Robin	05/15/2023	05/15/2023 03:06 pm			
<input type="checkbox"/>	1056540	Alonso, Mary Shelley	Badillo, Rafael Rogelio	05/15/2023	05/15/2023 03:07 pm			
<input type="checkbox"/>	1056541	Alonso, Mary Shelley	Weiss, Ashley	05/15/2023	05/15/2023 03:08 pm			

Prev Page: 1 / 2 Next

Unlink Link

7. Click the green **Settings** icon when the pop-up closes and select the **Delete** option, which is now enabled.

Save Print **Settings**

* School Focus High School - 0041 * Year 2022

* Incident, Basis-Religion	Z - Not reported as a bullying or harassment incident.
* Incident, Basis-Sexual Orientation	Z - Not reported as a bullying or harassment incident.
Incident, Hazing-Related	N - No
Victims of Homicide	
Weapon, Discharged	Z - Not Applicable.
* Incident Date	08/11/2023
* Location	School Grounds/On Campus
Incident Type	
* Involvement Type	Student
* Incident Context	During school hours
? Drug Related	No [N]

Delete

Link Referral

* Incident, Hazing-Related code must be Y.

8. Confirm by clicking **Delete** in the pop-up.

Are you sure you want to delete this incident?

Delete

Cancel

Discipline Letters

If letters are associated with the Discipline module, the letters will be available to print when after a referral has been saved.

1. At the top of referral, select a letter from the **Print a Form/Letter** pull-down.

Abe, Charlie Noel

5879 - 10

Student Info

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

Save

Print

Share

SSS

Choice

Billing

Filter fields...

PI

Primary Info

5

504

A

Address

Addresses & Contacts

AN

Admin Notes

AC

Application Courses

A

Athletics

BS

Behavior Screening

C

Classified




General Demographics

Print a Form/Letter

Laptop Issue Date		Laptop Serial Number	
Acknowledgement of Admissions...	<input checked="" type="checkbox"/>	Application Complete	<input checked="" type="checkbox"/>
Parent Requirements...	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes	Parent Notes to Admissions	
I understand that I am responsible f...	<input type="checkbox"/>	Social Security	
Is your child currently being...	<input type="radio"/> N/A <input type="radio"/> Yes	Will your child be attending Focus...	<input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes
Grade-levels Previously...		Previously Retained	<input type="checkbox"/>

2. A PDF preview of the letter displays where it can be downloaded or printed.

- Click the down arrow to download the PDF.
- Click the printer icon to print the letter.

Demographic	Enrollment	Schedule	Requests	Grades	Gradebook	Absences	Activities	Referrals	Test History
<h2>Print Letter: Discipline Referral Letter</h2>									
Modules.php					1 / 1		  		
Student Name: <input type="text"/>			Student ID: 00011199			Grade Level: 11			
Date: Aug 26, 2019		Reported by: <input type="text"/>		Incident ID: 10000013		Location of Incident: Corridor			
Incident Description: Student went to the restroom and did not return to class.									
Discipline Code: Tardiness									
Zero Tolerance: The student was not expelled.[Z]									
Teacher Actions: Warning									
Parent Contact: Other									

3. Select one or more of the options to the right:

- a. Email Student
- b. Email Student Personal Email
- c. Email Linked Users
- d. Email Custodial Contacts
- e. Send to Student Log

The screenshot shows a web application interface with a top navigation bar containing links: 'Feedback', 'Absences', 'Activities', 'Referrals', 'Test History', 'Grad', 'SSS', and 'Feedback'. Below the navigation bar is a dark toolbar with icons for refresh, download, and print. The main content area is split into two panels. The left panel contains form fields: a student ID field with '1199', a 'Grade Level: 11' dropdown, an 'ID: 10000013' field, and a 'Location of Incident: Corridor' dropdown. Below these are several empty text input fields. The right panel is titled 'Send Letter' and contains four unchecked checkboxes: 'Email Student', 'Email Linked Users', 'Email Custodial Contacts', and 'Send to Student Log'. Below the checkboxes is a text input field labeled 'Additional email addresses...'. At the bottom of the right panel is a large green button labeled 'Send Letter'. A red rectangular box highlights the 'Send Letter' title, the four checkboxes, the 'Additional email addresses...' field, and the green 'Send Letter' button.

Sending the letter to the **Student Log** automatically creates a letter in the Letter Log student category, which will include a time stamp and printable version of the letter.

4. Click **Send Letter** after making selection(s).

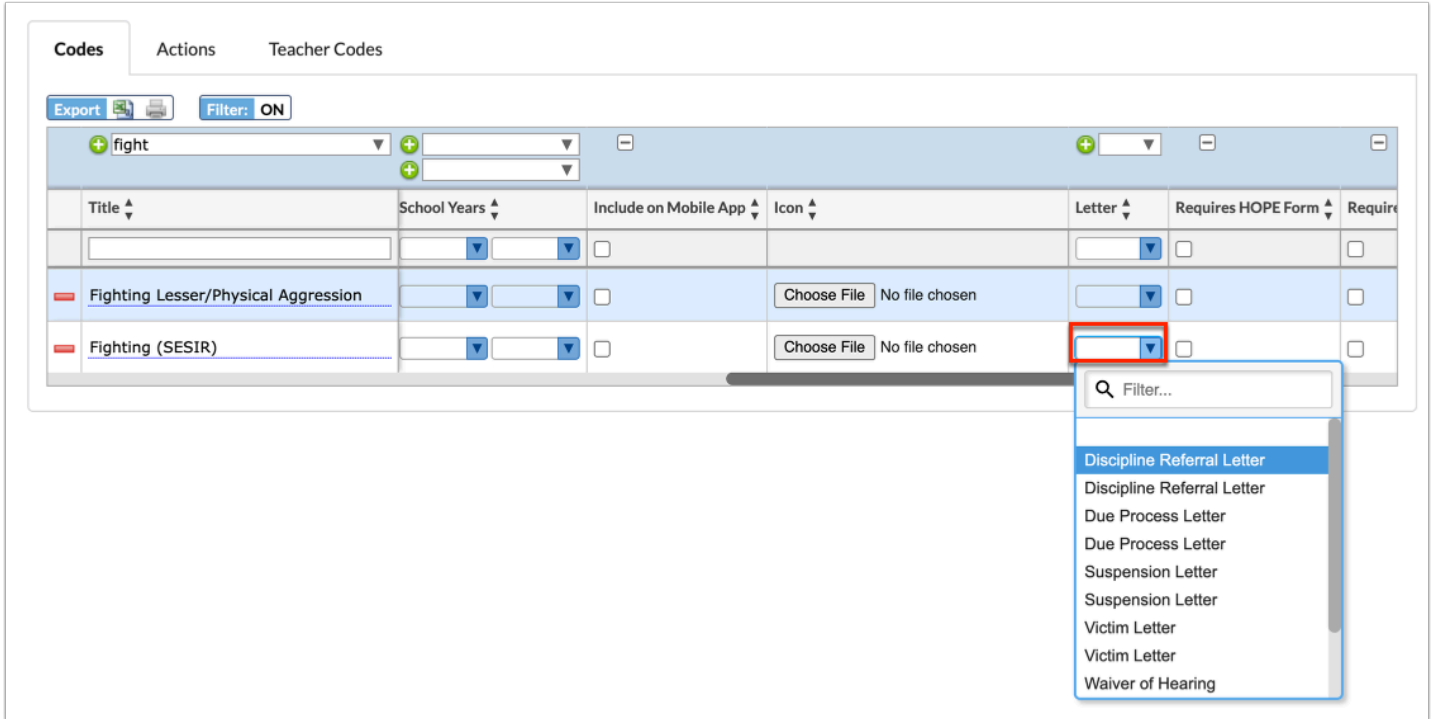
This screenshot is identical to the one above, showing the 'Send Letter' interface. In this view, a blue rectangular box highlights the 'Additional email addresses...' text input field. A red rectangular box highlights the green 'Send Letter' button at the bottom of the right panel.

5. Click **Done** when finished.

Autogenerating Discipline Letters

If letters are associated with the **Discipline** module, specific discipline letters can be set up to automatically generate for a student when certain discipline codes/actions are assigned on a student referral.

- 1. Go to the **Discipline** menu and select **Referral Codes & Actions**.
- 2. Select the **Codes** tab or **Actions** tab depending on the code or action that will trigger the letter.
- 3. Turn the **Filter** to ON and filter for the **Code** or **Action**. Scroll over to the **Letter** column and select the **Discipline Letter** to be auto generated when that code/action is selected on a student referral. Once a selection is made it will autosave.



- 4. Upon processing and saving a **Discipline** referral with a referral code/action that has been selected to trigger a letter, the letter will automatically display.
- 5. Select to print, download, send to email or send to **Student Log**.

Discipline Reports

Focus provides several built-in Discipline reports for administrators to view and analyze discipline data. The reports can be downloaded as excel spreadsheets or PDF documents.

Students with Referrals

The Students with Referrals report displays students with a particular number of referrals in the selected timeframe. In addition, More Search Options can be used to view data for a specific group of students, such as all ESE students.

1. Go to the **Discipline** menu and select **Students with Referrals**.

2. On the search screen, enter search criteria to display a particular student or group of students and click **Search**.

(Optional): Leave the search bar blank and click the **Simple List** or the **Search** button to return a list of all students with at least 1 referral.

3. Use the **Display Students with at least** pull-down to select the number of referrals. The page will automatically update to display the changes.

Photo	Student	Grade	Referrals	Most Recent Referral
	Abe, Charlie Noel	10	5	Wed, 5 Jul 2023
	Alonso, Mary Shelley	09	3	Mon, 15 May 2023
	Acevedo, Diem Donna	09	2	Wed, 5 Jul 2023
	Acosta, Dexter D	10	2	Fri, 16 Sep 2022
	Abbott-Martinez, Charlie Christopher	09	1	Wed, 5 Jul 2023
	Alvarez, Douglas Adam	10	1	Wed, 14 Jun 2023
	Anthony, Gabriel Marquez	10	1	Thu, 25 Aug 2022

4. Adjust the **Report Timeframe** by clicking on **Clear Selected** then using the date drop-downs or calendar icons to select new dates and click **Go** to refresh the report.

5. Click **Include Minor Infractions** to include referrals that teachers and/or administrators have marked as **Minor Infractions**.

6. Click the **Student** name to open the **Referrals** screen for that student.

Category Breakdown

The Category Breakdown report displays graphs based on fields from the Referral form. The report can be viewed as a Column (bar graph), Pie Chart or List. The report allows for cross-referencing the discipline data against student demographics such as gender, race, and program participation.

1. Go to the **Discipline** menu and select **Category Breakdown**.

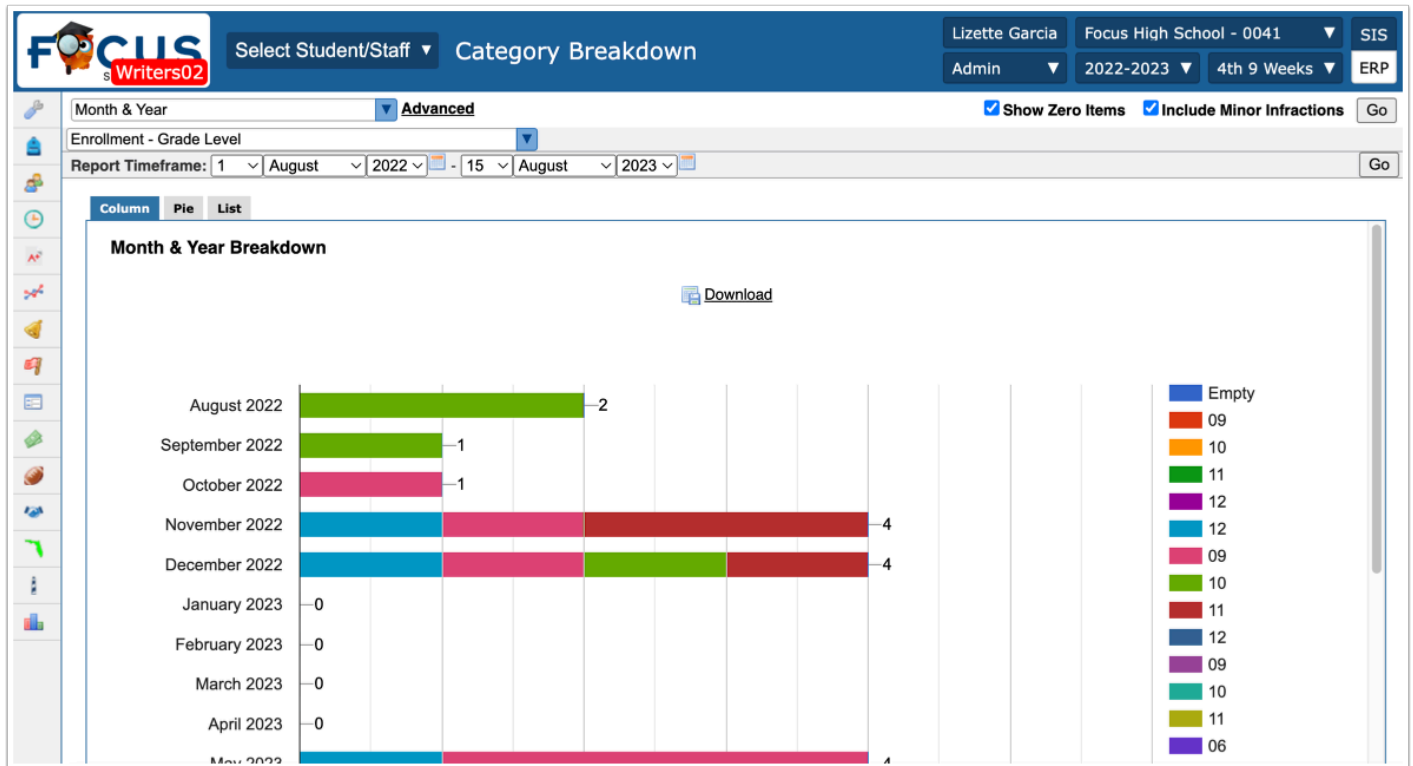
2. In the **Please Select a Category** pull-down, select the category of discipline data to view. The categories are based on fields from the referral form.

3. From the **Breakdown Further?** pull-down, select a student field to include.

Option: Click **Advanced** to enter criteria for a specific subgroup of students.

4. Modify the **Report Timeframe** as needed using the pull-down or calendar icons.

5. Click **Go**.



Option: Check **Show Zero Items** to include all fields in the report, even those with a zero value.

Option: Check **Include Minor Infractions** to include minor infractions in report if functionality is enabled for school.

6. Click the **Column**, **Pie**, or **List** tabs to view the graph as a column (bar graph), pie chart or list.

Option: For the **Column** graph or **Pie** chart, click **Download** to generate a printable graph.

Option: For the **List**, click the **Export** icon to export to Excel.

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. Go to the **Discipline** menu and select **Referral Log**.

2. Enter the student name, ID number, or use **More Search Options** to locate a subgroup of students.
3. On the right side of the screen, select **Include All Referrals from All Years and All Schools** if needed.
4. Select **Include Unprocessed Referrals** to include referrals that have not had Reviewed by Administrator checked or were Closed without Processing.
5. Select **Include Minor Infractions** to include minor infraction referrals on the report if enabled at the school.

The screenshot shows the 'Student Search' section of a web application. It features a search bar labeled 'Student' with a text input field. To the right of the search bar are three checkboxes: 'Include All Referrals from All Years and All Schools' (unchecked), 'Include Unprocessed Referrals' (checked), and 'Include Minor Infractions' (unchecked). Below the search bar is a link labeled 'More Search Options' with a right-pointing arrow.

6. Under **Include in Referral Log**, select each referral field to include on the log.

This screenshot shows the 'Student Search' form with the 'Include in Referral Log' section expanded. The 'Include in Referral Log' header is highlighted with a red box. Below this header, there are two columns of checkboxes. The left column includes: 'Submission Date' (checked), 'Minor Infractions' (checked), 'Action Record(s)' (unchecked), 'Bus Number' (unchecked), 'Context' (unchecked), 'Date of Parent Contact' (unchecked), 'Involved in Bullying' (unchecked), 'Local Referral ID' (unchecked), 'Other Discipline Code(s)' (unchecked), 'Parent Contact' (unchecked), and 'Primary Discipline Code' (unchecked). The right column includes: 'Reporter' (checked), 'Action/Disposition Code' (unchecked), 'Action Taken By' (unchecked), 'Case Number' (unchecked), 'County/District Sponsored Event (School 9001)' (unchecked), 'Hope Event' (unchecked), 'Involved in Hate Crime' (unchecked), 'Location' (unchecked), 'Others Involved' (unchecked), 'Possible Motivation' (unchecked), and 'Problem Behavior' (unchecked). The 'More Search Options' link is also visible on the left side of the form.

7. Select a **Letterhead Template** to print the log on a specific school or district letterhead.
8. To save the settings as the default for this letterhead, click **Save Settings as Default**.
9. Click **Search**.

Student Search

☐ Parent Contact
☐ Primary Discipline Code
☐ Processed
☐ Recommendation
☐ School Number, Where Discipline/Resultant Action Occurred
☐ Suspension Length (Days)
☐ Teacher Action/Intervention
☐ Time of Day Incident Occurred
☐ Use of Drugs
☐ Weapon Use
☒ Incident Description

☐ Possible Motivation
☐ Problem Behavior
☐ Property Damage Indicator
☐ Refer Date
☐ School-Related Arrests
☐ Suspension Length (Hours)
☐ Threat Assessment Event
☐ Use of Alcohol
☐ Victims
☐ Zero-Tolerance:Expulsion
☒ Reported By Name

Save Settings as Default

Letterhead Template District

Student Group

☐ Search All Schools
☐ Include Inactive Students

Search Reset

10. Select the checkbox next to each student to include or click **Select All** at the top of the screen to select all students in the list.

11. Click **Get Referrals**.

Including In Referral Log:

District

Unprocessed Referrals

Submission Date

Reporter

Minor Infraction

Incident Description

Reported By Name

Select All

Unselect All

Get Referrals

Search Again

Export

Filter: OFF

Select	Student ID	Student Name	School	Grade	Referrals
<input checked="" type="checkbox"/>	0055879	Abe, Charlie Noel	0041 Focus High School - 0041	10	6
<input checked="" type="checkbox"/>	0082221	Abott-Martinez, Charlie Christopher	0041 Focus High School - 0041	09	1
<input checked="" type="checkbox"/>	0023057	Acevedo, Diem Donna	0041 Focus High School - 0041	09	2
<input checked="" type="checkbox"/>	0086685	Acosta, Dexter D	0041 Focus High School - 0041	10	2
<input checked="" type="checkbox"/>	0057390	Ahrens, Edgar Allan	0041 Focus High School - 0041	12	0
<input checked="" type="checkbox"/>	0055961	Alonso, Mary Shelley	0041 Focus High School - 0041	09	3
<input checked="" type="checkbox"/>	0075191	Alvarez, Douglas Adam	0041 Focus High School - 0041	10	1
<input checked="" type="checkbox"/>	0061001	Anthony, Gabriel Marquez	0041 Focus High School - 0041	10	1
<input checked="" type="checkbox"/>	0083102	Baker, Lucie	0041 Focus High School - 0041	12	0

The PDF preview is generated with each student's log starting on a separate page.

12. Click **Return to Focus** to go back to the **Referral Log** screen.

Live Demo - Focus Discipline Log

Abe, Charlie Noel, Student ID 055879

Focus High School - 0041, Grade 10

School Year: 2022 - 2023

INCIDENT #10000247

June 5, 2023

Submission Date	Reporter	Minor Infraction
06/05/2023, 10:18 AM	Garcia, Lizette (27392)	No
Incident Description: Student used inappropriate language in messages.		
Reported By Name: none		

INCIDENT #10000293

June 30, 2023

Submission Date	Reporter	Minor Infraction
06/30/2023, 9:49 AM	Roxy, Frida L (3014)	No
Incident Description: Rude		