1. On Skyward go to *Teacher Access*

•	Skyward Educator Access Plus - Google Chrome						
	Secure https://www2.saas.wa-k12.net/scripts/cgiip.exe/WService=wauburns71/sepcls06.w						
AUBURN SENIOR HIGH SCHOOL Jeffry Gerdner Account Preference					Preferences Exit ?		
	Home Teacher Access Administrator Access				My Print Queue < Back		
<u> </u>	My Gradebook - MG My Students - MS <mark>My Classes - MC</mark> My Lesson Scheduler - ML				20105		
	Post Daily Attendance - DA My Students With Disabilities - SD				5		

2. Left Click My Classes

😪 Skyward Educator Access Plus - Google Chrome							
Secure https://www2.saas.wa-k12.net/scripts/cgiip.exe/WService=wauburns71/sepcls06.w							
Class Options My Gradebook Attendance Discipline		Class Roster for ART110/04 CERAMICS					
Message Center Report Card Posting Cucational Milestones		Last Name † ALVAREZ-VALDOVINOS	First Middle	Grade Alerts	Student Indicators	line <u>Test So</u>	ores 5
Test Scores Reports		BARROWS	DUSTIN WILLIAM	12		1	23 18
Lesson Scheduler Online Assignment Templates		BRADFORD	ANTHONY JAMES	10	π	-	7
Custom Forms		BURNS CARDENAS	CALVIN JOSEPH CITHLALI	12			16 18

3. Left Click the student you are working with − For our example, we'll pick the first student, **D.** Alvarez-Valdovinos, who happens to be a student with zero discipline ☺

AUBURN SENIOR HIGH SCHOOL ART110/04 Prd:4 CERAMICS						
Home Teacher Access	Administrator Access					
Profile	✓ ■ ► Profile					
🖻 😋 Student Info	ALVAREZ-VAL	DOVINOS, DORISEL	Gr	ade: 11		
Profile Class Summary Attendance (0) Schedule Add/Drops (0) Entry/Withdrawal Emergency Contacts		5628 AUBURN WAY S AUBURN, WA 98092 Primary Guardian: SALVADOR ALVAREZ-OROZCO (253) 486-6496	Alert Info:			
NCLB NCLB Academic History Graduation Requireme Educational Milestone Test Scores (5) Family Access History Activities (0)	Second Pho School Emai Student Acc s Studen Interna Sta	ne: il: <u>ALVARDOR000@auburnsd.org</u> ess Login: alvardor000 t Id: 0636757 Birthday: (il Id: 230425 Age: 1 atus: Active Locker: Other Name:	Third Phone: Home Email: Student Access Password: ************************************	***		
- Qustom Forms		School In	formation			

4. Left Click the "Add" button

AUBURN SENIC SKYWARD ART110/04 Prd:4 CER	OR HIGH SCHOOL RAMICS	Jeffry Gar
Home Teacher Access Administ	strator Access	
< 🖬 🕨 Discipline Info		
Student Info Profile Class Summary Attendance (0) Schedule Add/Drops (0) Entry/Withdrawal Emergency Contacts Discipline (0) NCLB Academic History Graduation Requirements Educational Milestones Test Scores (5) Family Access History Activities (0) Custom Forms	ALVAREZ-VALDOVINOS, DORISEL Grade: 11 View Notes There are no Discipline Referrals for DORISEL ALVAREZ-VALDOVINOS. Total Referrals:0 Instant Provide ProvideProvide Provide ProvideProvide Provide Provide Provide ProvideProv	Add

- 5. Choose your officer by using the drop down menu. If this is the initial step, you'll more than likely pick yourself as the "officer." (Be sure to refer to our AHS Offense and Actions PROGRESSIVE DISCIPLINE in the AHS Teacher Guide it's under the "Discipline Section").
- 6. Define the behavior by using the next drop down menu
- 7. Choose the Location, Date and Time of Day <u>NOTE:</u> Click the BOX for Parent Notified when required.
- 8. **Fill in comments** of what took place Do NOT add other student names in this box (FERPA).

ome Teacher Access Administrator Access	
🚽 🝉 New Discipline Referral	
DORISEL ALV	AREZ-VALDOVINOS Grade: 11
School: Officer: Offense: Location:	AUBURN SR HIGH SCHOOL
Bus: Date of Offense: Time of Offense:	▼ Sep ▼ 15 ▼ ♦ 2017 ♦ Fri, Sep 15 2017 5 : 08 FM ▼
Comment:	Student has been reminded to stay in her seat. When she leaves her seat she disrupts others. This is a step 1.
	Entered: 09/15/17 at 5:08 PM

- 9. Click the Save Button and you're finished 🙂
- For an Admin Referral, you would pick the correct administrator in the Officer drop down menu.
- For all non-exclusionary actions, the referring teacher will receive an Action Taken email.
- For all Exclusionary actions, all current teachers will receiving an Action Taken email.