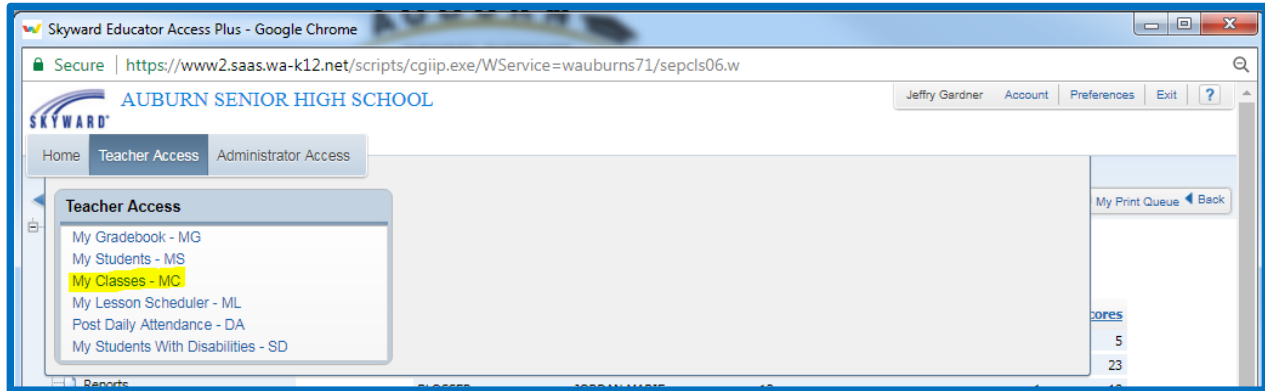


Skyward Discipline Module: Behavior Management and Administrative Referrals

1. On Skyward go to Teacher Access



2. Left Click My Classes



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 😊



4. Left Click the “Add” button

AUBURN SENIOR HIGH SCHOOL
SKYWARD ART110 / 04 Prd:4 CERAMICS
Home Teacher Access Administrator 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
- Family Access Display

ALVAREZ-VALDOVINOS, DORISEL Grade: 11 Add

[View Notes](#)

There are no Discipline Referrals for DORISEL ALVAREZ-VALDOVINOS.

Total Referrals: 0

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 **NOTE:** 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).

Home Teacher Access Administrator Access

New Discipline Referral

DORISEL ALVAREZ-VALDOVINOS Grade: 11

School: AUBURN SR HIGH SCHOOL

Officer: WHITE, KENNY

Offense: BEH - INAPPROPRIATE BEHAVIOR

Location: CLASSROOM

Bus:

Date of Offense: Sep 15 2017 Fri, Sep 15 2017

Time of Offense: 5 : 08 PM

Parent Notified

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.