Skyward Discipline Module: Behavior Management and Administrative Referrals
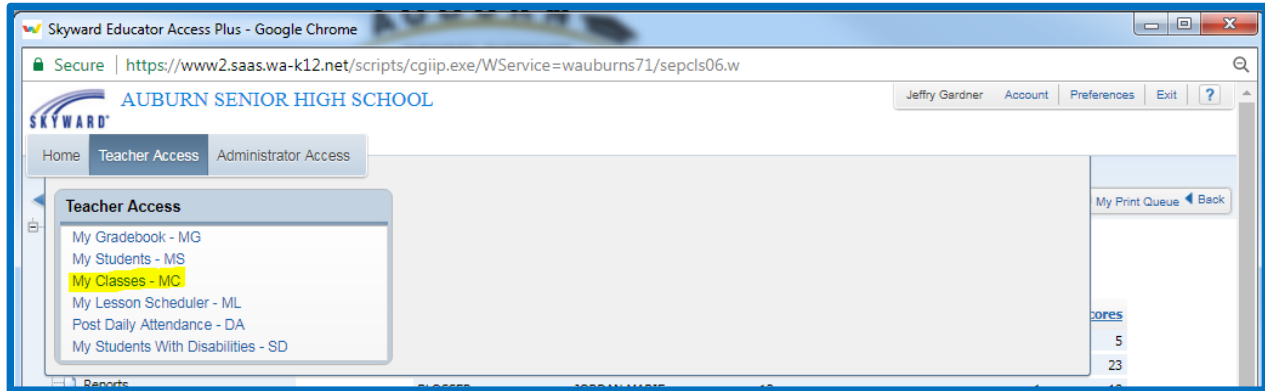
1. On Skyward go to *Teacher Access*

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**

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).

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.