

CONDUCT REFERRALS IN TAC

Teacher Access Center allows you to create both classroom issues AND conduct referrals.

Conduct Referrals relate to issues that require the attention of an administrator, whether they occur inside or outside the classroom. Using TAC's Conduct Referrals option, you can record the issues, identify the students, detail their involvement, and refer the issues to an administrator- even when they are not enrolled in one of your classes.

Conduct Referral Icons:

	Click to run the Ultimate Spell spell checker on the Notes fields.
	Click to save the referral information and refer it to an administrator in eSchoolPLUS.
	Click to display the list of referrals you have reported.
	In the Students section, first enter a check in the box for a student you want to remove from the referral. Then, click  to remove the student.

Adding Conduct Referrals:

1. From  **Interventions**, select **Conduct Referrals** to open the Conduct Referral page.
2. In the Referral Detail section, complete the fields listed. Please be sure to submit the referral the day of the incident.

Conduct Referral

Teacher: Aalbers, K(ID:1116) Notes:

Building:

Date: 06/22/2016

Time:

Location:

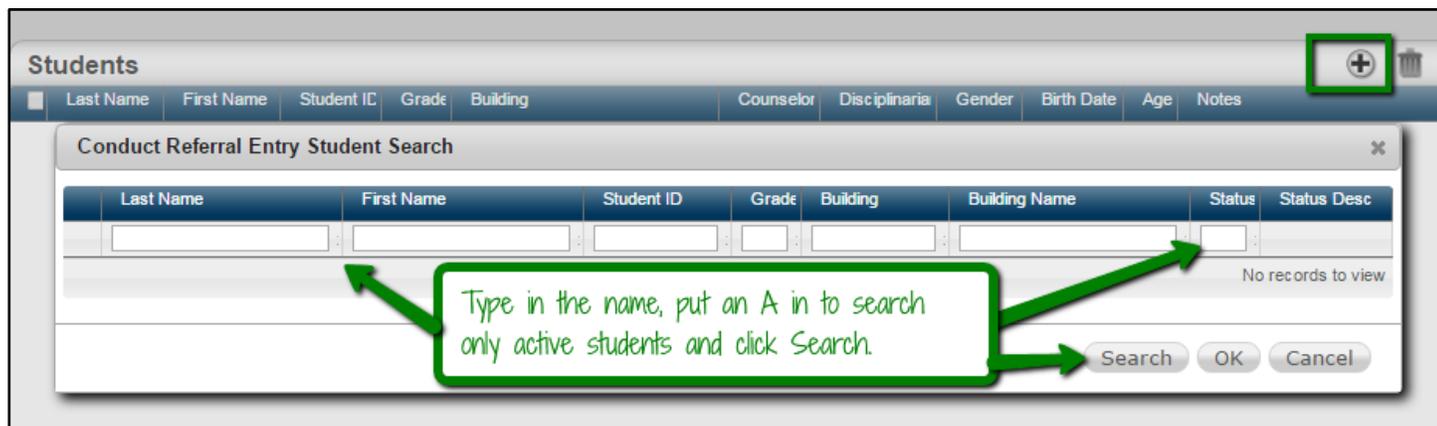
Administrator Notes:

Students

<input type="checkbox"/>	Last Name	First Name	Student ID	Grade	Building	Counselor	Disciplinaria	Gender	Birth Date	Age	Notes
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3. In the Students section, identify a student.

- Click  to open the Conduct Referral Student Search pop-up to select students to add to the conduct referral. If you enter characters to search on a column, you must press RETURN to initiate the search.
- To allow you to report conduct that involves students who are not enrolled in your building, the student search will return students in any building in the district.



- Enter notes detailing each student's involvement. Each student has a separate note. Click  to check the spelling in the Notes fields. Please be sure to give a detailed explanation of parent contact or an earnest attempt to do so and include in the Offender Notes section. Do not use two or more student names in the Incident Description Notes (the big box). All of the notes written are sent home in a referral report print out. They can NOT be edited after you submit them. Confidentiality laws preclude us from identifying other students by name. When two or more students are involved in the same referred incident, name them Student A, Student B, Student C, etc. In each student's individual Offender Notes box you can identify them, "Johnny is student A, Jack is student B, Sally is student C."

5. Repeat Steps 3-4 for each student involved.

6. Click  to refer the issue to the students' administrator. You must click this option before leaving the page, or your entries will be lost.

