

Online Tutorial: Assigning Discipline Logs

Step 1: From the start page, search or browse students.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (15)

(25894)	(03/07/94)	(9)	Magana, Melissa A
(25920)	(01/31/94)	(9)	Maldonado Fabela, Katherine
(25895)	(06/10/94)	(9)	Mandujano, Hector
(18020)	(06/09/93)	(10)	Marron, Anthony Pedro
(23146)	(03/28/93)	(9)	Martinez, Daisy
(18021)	(08/25/93)	(10)	Martinez, Diana
(25498)	(12/01/94)	(9)	Martinez, Jennifer
(25499)	(04/03/94)	(9)	Martinez, Kristopher Mardonio
(18022)	(08/18/93)	(10)	Martinez-Mejia, Kevin Ovidio
(25898)	(01/11/94)	(9)	Marzett, Justin Bernard
(18023)	(11/29/93)	(10)	Matthews, Iyanna
(18030)	(09/11/93)	(10)	Meza, Andres Ilaro
(26291)	(10/19/92)	(10)	Monje, Yvette Marlene
(25900)	(08/05/94)	(9)	Monroy, Sandy Elisa
(18032)	(07/20/93)	(10)	Morales, Daisy

Select a function for this group of students

Step 2: Select a student by clicking on his/her name.

Step 3: Click on “Log Entries” under the “Administration” heading.

Administration

[District Specific](#)
[Fee Transactions](#)
[Log Entries](#)
[Lunch](#)
[Lunch Transactions](#)

[Edit Discipline Alert](#)

New

Step 4: In the center of the screen, click the “New” button.

Step 5: Next to the “Log Type” heading, choose “Discipline” from the drop-down menu.

Log Type

Discipline

- Discipline
- Athletics
- Attendance
- Clubs/Orgs
- Counseling

Step 6: If applicable, select a consequence from the drop-down menu.

Consequence (optional for discipline)

- Contract
- Counseled-Return
- Detention
- DRB
- DRP
- Expulsion
- Guardian Call
- Guardian Letter
- Guided Study
- Lunch Detention**
- No Free Dress
- Parent Conference
- Referral
- Saturday Detention
- Suspension In School
- Suspension Out Of School

Duration of Detention(if applicable)

- 15 Minutes**
- 20 Minutes
- 30 Minutes
- 40 Minutes
- 45 Minutes
- 60 minutes
- 75 Minutes
- 90 Minutes
- 105 Minutes
- 120 Minutes

Step 7: If you assigned detention, select the duration of the detention.

Step 8: Enter a short, descriptive title into the “Title” field.

Title

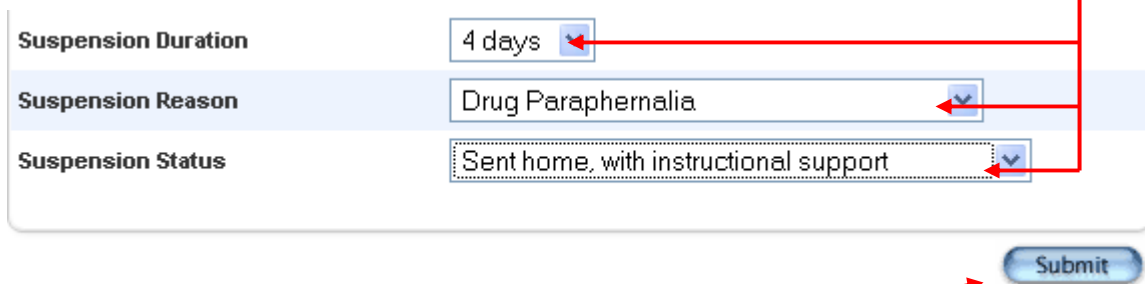
Log Entry Text

Step 9: Enter the reason for the discipline into the “Log Entry Text” field.

IMPORTANT: Do not hit the “Enter” key when typing in the Log Entry box! Doing so will submit your log entry.

Step 10: If the student is being suspended, select a suspension duration, a suspension reason, and a suspension status from the drop-down menus.

These drop-downs must be selected **for every submission!**



The screenshot shows a form with three rows of drop-down menus. The first row is labeled 'Suspension Duration' and has '4 days' selected. The second row is labeled 'Suspension Reason' and has 'Drug Paraphernalia' selected. The third row is labeled 'Suspension Status' and has 'Sent home, with instructional support' selected. A blue 'Submit' button is located at the bottom right of the form. Red arrows point from the text above to the right side of each drop-down menu and to the 'Submit' button.

Step 11: Click the “Submit” button.