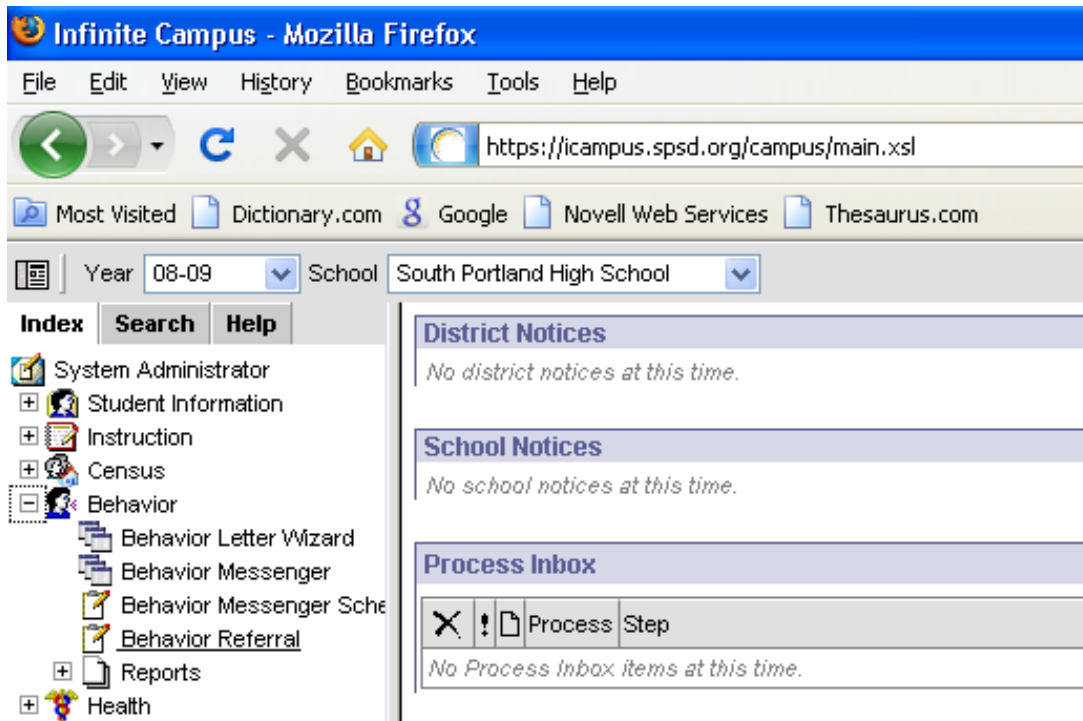


# Behavior Referrals – South Portland High School

September 18, 2008 version 1



Open the Behavior menu by clicking on the + sign

Click on "Behavior Referral"

Select the student you want to refer to the AP or Principal

## The screen below will show up

South Portland High School

Grade: 12 #6005 DOB: 11/1990 Gender: M Counselor: Sturm, Linda

**Behavior Referral**

Save

**Student**

First Name: [Redacted] Last Name: [Redacted] Middle Name: [Redacted]

Birthdate: 11/1990 Grade: 12

**Address**

Address: [Redacted]

**Contacts**

**Behavior Event**

\*Staff Name: [Redacted] \*Date: 09/18/2008 \*Time: 08:47 AM

\*Referral Name: [Redacted] \*Event Type: [Redacted] Demerits: [Redacted]

Weapon: [Redacted] Location: [Redacted] Violence Indicator: [Redacted]

**Event Comments**

Comments on Event: [Redacted]

Comments on Student: [Redacted]

**Notify**

Send a notification to the following behavior staff

- Beardsley, Joline
- Crocker, Jeanne
- Hamlin, Kay
- Moreau, Christopher
- Wood, Laurie

Select the administrator responsible for the student, indicated by the flag above.

Select Yourself

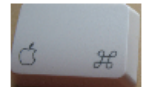
Choose the event that most resembles the reason for your referral

Type in the details here, but do NOT use student names. Use phrases like "student did x."  
This field can be reported to the state and sometimes to parents.

Record things the student may have said here. This will not be reported to people outside the school.

Select the administrator you would like notified of the event. You can send to more than one by Ctrl Clicking on a PC

On a Mac click the open apple key →



**When Finished HIT SAVE.**

**Just like doing attendance, this sends your referral to the Assistant Principals' office**

