## How to Complete a Discipline Referral

Log into skyward and select "My Students".

HOBBS MUNICIPAL	SCHOOLS
Educator Access Plu	is Home
Educator Access Plus	
My Gradebook	Welc
	This screen is called
Post Daily Attendance My Students With Disabilities Teacher Access Tutorial	This area allows for free format text or if you

Double click the name of the student that you would like to create the discipline referral for.

Marci Gonzal	es C	058	Active	Female	11	
	-					

Click "Discipline" on the left side of the student's profile.

◄ ► Profile		
÷		
🖃 🔚 Student Info		
Profile		
Class Summary		
Attendance (1)		
Add/Drops (0)		
Entry/Withdrawal		
IHP		
Discipline (0)		
Acadomic History		
Graduation Requirements		
Educational Milestones		
Test Scores (0)		
- Busing		

Click "Add" to add a new referral for that student.

		-L' my rint queue
Gonzales, Marci C 🗸	Grade: 11	Add
Only Show Current Year Offenses		
There are no Discipline Referrals for Marci Gonzale	s.	
Total Referrals: 0		

## Fill out the discipline referral form and click "Save".

## New Discipline Referral

Marci Celeste	Grade: 11	
School:	Hobbs High School 🔻	Save
Offense:	101 - MISUSE INTERNET/COMPUTER EQUIP	Back
Location:	•	Check
Bus:	✓	( <u>speiling</u> )
Date of Offense:	Sep ▼ 13 ▼ ♦ 2012 ▶ Thu, Sep 13 2012	
Time of Offense:	10 : 56 AM -	Daropt Natified
Comment:		
		.H.
	Entered: 09	/13/12 at 10:56 AM
Your referral is now created.		
Gonzalos Marsi C	Condex 11	
	Glade. 11	Aud
Only Show Current Year Offenses		
Offense Locatio	n Officer	Parent Notified
09/13/12 CLASS R	OOM	No <u>Details</u>
MISUSE INTERNET/COMPUTER EQU	<u>Referred by:</u> Teacher 09/13/12	

Total Referrals: 1