

USER'S GUIDE: STANDARDIZED OFFICE POSITIVE REFERRAL FORM

How To Enter Positive Referral Incidents

*Introduced
September 15, 2015*

User's Guide: Standardized Office Positive Referral Form

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Overview

The following documentation is for all BCSD Employees assigned to a school site to assist them in entering student positive referral incidents. CPS Workers (subs) will also be able to enter positive referrals. The first step to this process will require the users to log on to the District's web-based server. Once the positive referral incidents are saved and submitted, the data is then uploaded to CompleteSchool, the District's student system. After the positive referral incidents become available on CompleteSchool, the discipline designee at each school site will then be able to review and manage all student discipline.

For questions concerning discipline procedures and rules, please contact your discipline designee at your school site.

For technical support, please contact the Information Technology Support Staff at extension 14848.

**For security reasons, users will have a 15 minute window to enter positive referral incidents.*

If after 15 minutes there is no activity, users will receive a "Timed Out" message and will be required to log on again.

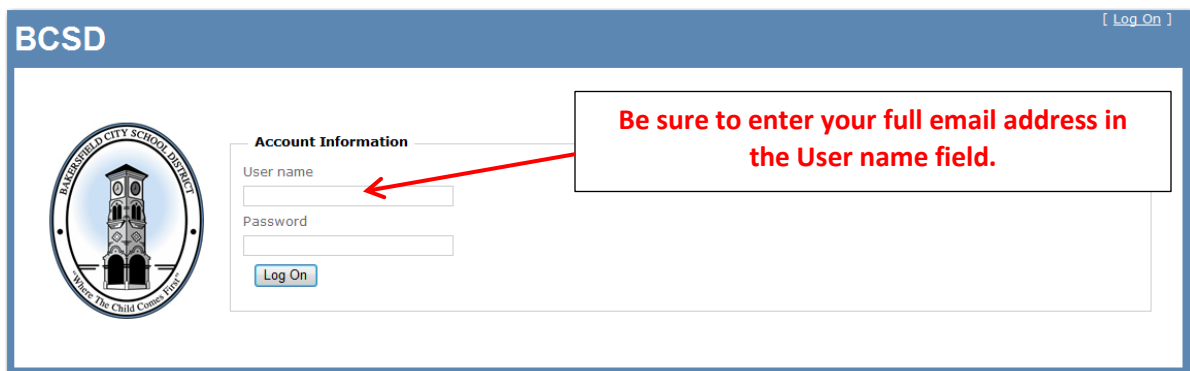
If the "Save & Close" button was not selected prior to this point, all information has been lost and should be re-entered.

Logging onto the Web-based Server to enter Positive Referral Incidents

- 1.) Access the District's home page on Internet Explorer. www.bcsd.com
- 2.) Click on the "Employees" link.



- 3.) In the list under "Teacher Portal", click on "**Standardized Online Referral Form.**"



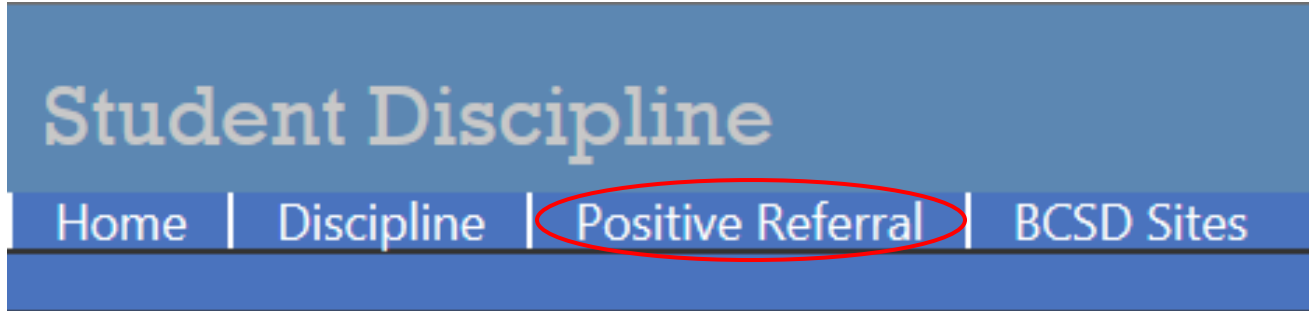
User name: Enter your **full email address** (xxxxxxx@bcsd.com)

Password: Enter your email **password**

Click the "**Log On**" button.

Student Discipline – Positive Referral

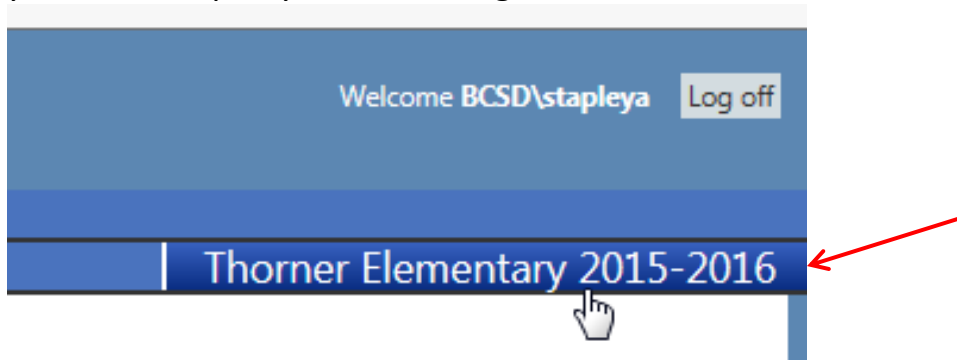
Click on “**Positive Referral**” at the top of the “Student Discipline” page.



A Note to Users* You will only be able to see the positive referral incidents you have entered for your assigned school site.

Change School and/or Fiscal Year

Make sure you are set to the correct school and current fiscal year before entering a positive referral. To change your School / Fiscal Year, click on the school or fiscal year at the top of your Home Page.



Click "**Open**" for the Fiscal Year you would like to access.

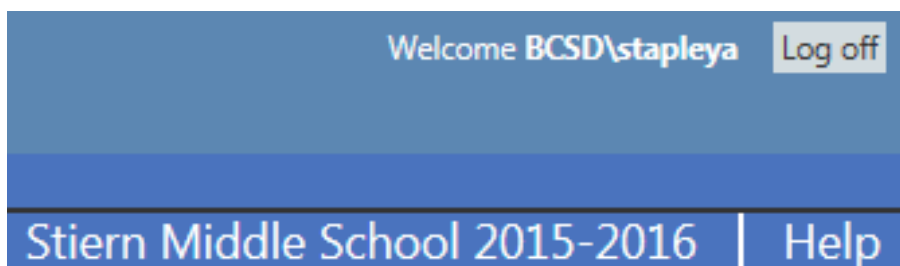
Change School Location

[Cancel](#)

Select a school & year below to open.

Location	
▶ 016 -- Sequoia Middle School	
▼ 020 -- Stiern Middle School	
Fiscal Year 2015-2016	Open
Fiscal Year 2014-2015	Open

Notice the new school and fiscal year setting.



Adding a New Positive Referral

Click on **"New Positive Referral"** at the top of the "Positive Referrals" page.

The screenshot shows the 'Student Discipline' web application interface. At the top, there is a blue header with the text 'Student Discipline' on the left and 'Welcome BCSD\stapleya Log off' on the right. Below the header is a navigation bar with links for 'Home', 'Discipline', 'Positive Referral', and 'BCSD Sites'. On the right side of the navigation bar, it says 'Stiern Middle School 2015-2016' and 'Help'. The main content area is titled 'Positive Referrals' and contains a link for 'New Positive Referral' which is circled in red. Below the link, it says '76 positive referral items' and there is a table with columns for 'Incident Id', 'Referral Date', and 'Student Name'.

Enter a student's Id, Name or Grade and click **"Find"**.

Find & Select Student(s)

▼ Find a student within the school

Student Id:

Name:

Grade:

Adding a New Positive Referral - Selecting a Group of Students

You can select a group of students and an incident id will be created for each individual student. Click in the box next to the students' Id and name and then click the **"Add Selected"** button.

Find & Select Student(s)

▼ Find a student within the school

Student Id:	<input type="text"/>
Name:	<input type="text"/>
Grade:	<input type="text" value="06"/>
<input type="button" value="Find"/>	<input type="button" value="Clear"/>


Add Selected		SID #	Name	Grade
<input type="checkbox"/>	Ag...			06
<input checked="" type="checkbox"/>	Ag...			06
<input type="checkbox"/>	Ala...			06
<input checked="" type="checkbox"/>	Alb...			06
<input type="checkbox"/>	Alc...			06
<input type="checkbox"/>	Alv...			06
<input checked="" type="checkbox"/>	Alv...			06
<input type="checkbox"/>	Ant...			06

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Adding a New Incident continued...

After you click the **"Add Students"** button, the students will display under the "Positive Referral Form".

The screenshot shows a web form titled "Positive Referral Form". At the top, there are three rows of student information, each with a red 'X' icon in a circle to the left of the name and "Grade: 06" to the right. Below this is a text field for "Incident Date:" containing "9/15/2015" and a small calendar icon to its right. Underneath is a section titled "Positive Behavior" with five radio button options: "Cooperative" (selected), "Ready to Learn", "Respectful", "Responsible", and "Safe". Below that is a section titled "Recognition(s)" with five radio button options: "Called Home" (selected), "Certificate Awarded", "Note Sent Home", "Privilege/Activity", and "Token Given". At the bottom of the form are three buttons: "Save & Close", "Save & View", and "Cancel".

 If you select a student in error, you may click the **cancel** button.

[You will need to provide the following information:](#)

Incident Date:

The current date will auto-fill. Click on the calendar to change the date.

Positive Behavior:

Select one behavior.

Recognition(s):

Select one recognition.

Save & Close:

Clicking the "Save & Close" button saves the information.

Adding a New Incident continued...

**If at any time you wish to cancel an incident, just click [Cancel](#) at the bottom of the page. You will need to contact the discipline designee at your site and ask them to delete the unsubmitted incident.*

To open a completed Positive Referral Form, click on the **Student Name** or **Edit** on the Positive Referrals home page.

Incident Id	Referral Date	Student Name	
20	9/21/2015	Alm	Edit
			Edit
			Edit
			Edit

**Reminder – click “[Log Off](#)” in the upper-right corner of the home page when finished entering and/or looking up positive referral incidents. You will see the following message after logging off.*

Signout

You have signed out of the portal.

[Login](#) to the portal again.

NOTES: