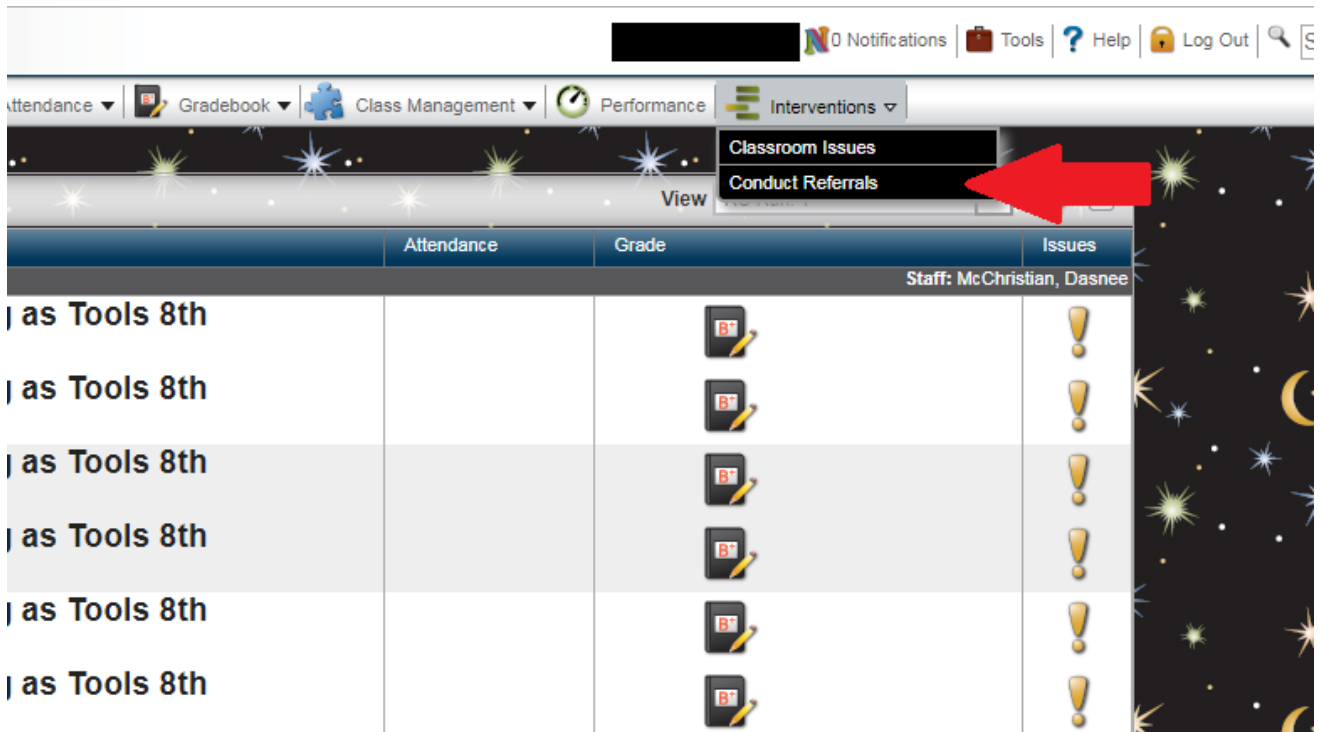


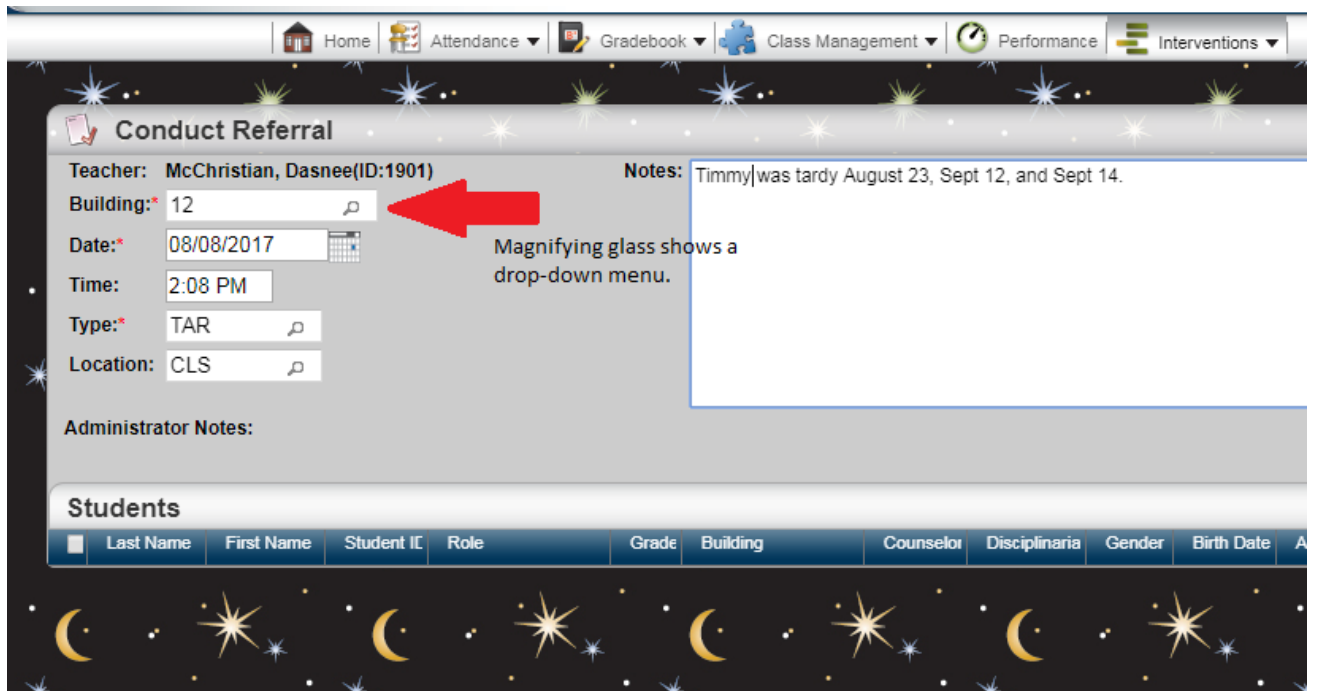
How to submit an online conduct referral (TAC)

Step 1:



The screenshot shows the top navigation bar with 'Interventions' selected. A dropdown menu is open, showing 'Classroom Issues' and 'Conduct Referrals'. A red arrow points to 'Conduct Referrals'. Below the menu is a table with columns 'Attendance', 'Grade', and 'Issues'. The table lists six rows for 'as Tools 8th' with 'B+' icons in the 'Grade' column and exclamation mark icons in the 'Issues' column. The staff name 'McChristian, Dasnee' is visible at the top right of the table.

Step 2:



The screenshot shows the 'Conduct Referral' form. The 'Teacher' field is 'McChristian, Dasnee(ID:1901)'. The 'Notes' field contains 'Timmy|was tardy August 23, Sept 12, and Sept 14.'. The 'Building' field is '12' and has a magnifying glass icon. A red arrow points to the magnifying glass icon. A text box next to the arrow says 'Magnifying glass shows a drop-down menu.'. Other fields include 'Date' (08/08/2017), 'Time' (2:08 PM), 'Type' (TAR), and 'Location' (CLS). Below the form is a table with columns: Last Name, First Name, Student ID, Role, Grade, Building, Counselor, Disciplinary, Gender, Birth Date, and A.

Step 3:

Teacher: McChristian, Dasnee(ID:1901) Notes: Timmy was tardy August 23, Sept 12, and Sept 14.

Building: 12 Date: 08/08/2017 Time: 2:08 PM

Conduct Referral Entry Student Search

Last Name	First Name	Student ID	Grade	Building	Building Name	Status	Status Desc
McChristian	Royal						

No records to view

Click 'Search' after typing in student's name.
You can search all students in the school.

Search OK Cancel

Step 4:

Date: 08/08/2017 Time: 2:08 PM Type: TAR Location: CLC

Check the student's name and click 'OK'.

Conduct Referral Entry Student Search

Last Name	First Name	Student ID	Grade	Building	Building Name	Status	Status Desc
McChristian	Royal	470210531	07	12	Blytheville Middle School	A	Active

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Search OK Cancel

Step 5:

Conduct Referral

Teacher: [Redacted]
Building: 12
Date: 08/08/2017
Time: 2:08 PM
Type: TAR
Location: CLS

Notes: Timmy was tardy August 23, Sept 12, and Sept 14.

Administrator Notes:

Students

	Last Name	First Name	Student ID	Role	Grade	Building	Counselor	Disciplinaria	Gender	Birth Date	Age	Notes
<input type="checkbox"/>	McChristian	Royal	470210531		07	Blytheville Middle School			M	10/5/2004	13	