

## My Home > Student Record

When you Select  a student from a list, you will see that student's Personal Information Record, also known simply as the Student Record.

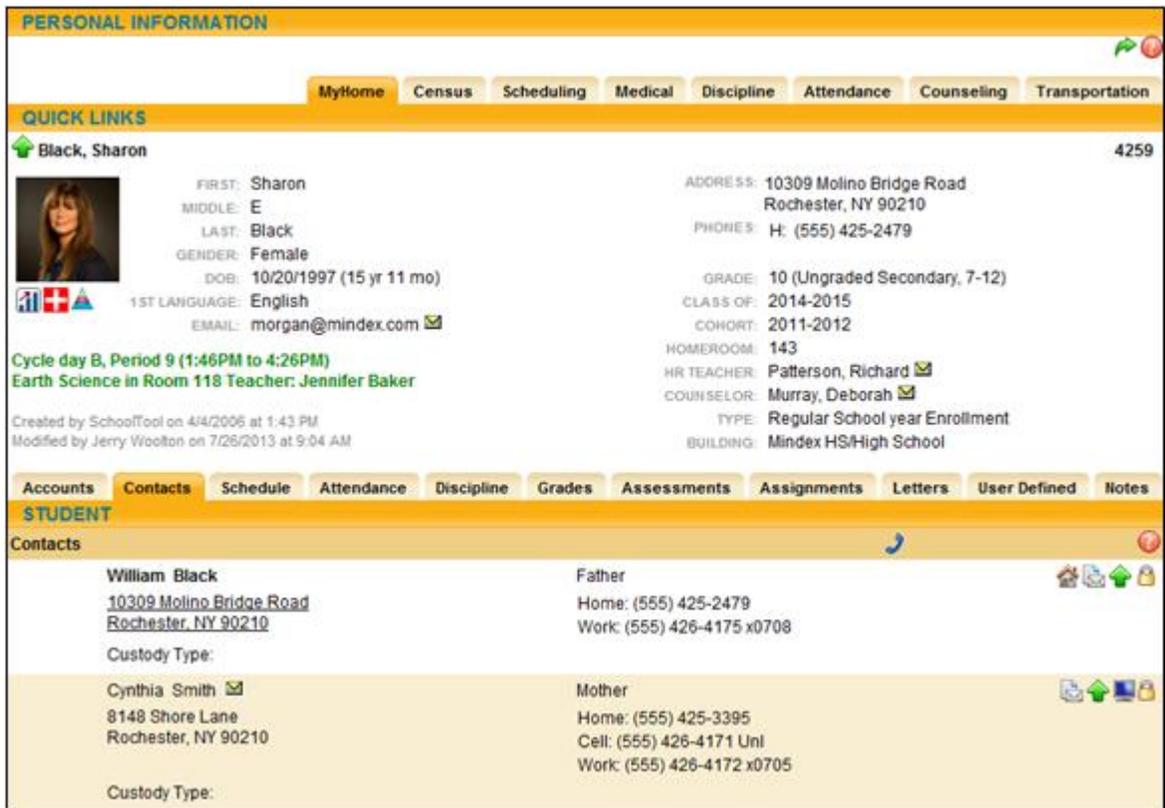
**Note:** Most schooltool users deal with student records most often, but every individual in schooltool has his/her own Person Record where all information related to that person is stored. This document will focus on working with a Student Information Record, as these typically contain the most detail.

The Student Record contains all information about a student. There are 2 main parts to the Student Record: the Personal Information section and the Student Information section. When using certain modules, additional sections may appear at the bottom of the record with module-specific information. This information is available based on user permissions and the module you are using; therefore not all users will have access to every tab in the Student Information section(s).

**Note:** Use the Show/Hide buttons   to collapse sections of the student's record that you do not wish to see. This will result in less scrolling needed to view the student's record.

If you are viewing the results of a student search, you can use the following options:

- Click the Next and Previous buttons   to move forward and backward between students in your search results.
- Click the Cancel Search  button to cancel the current search and remain on the current student.
- Click the Done  button to return to the previous screen.



The screenshot displays the 'PERSONAL INFORMATION' section of a student record. At the top, there are navigation tabs: MyHome, Census, Scheduling, Medical, Discipline, Attendance, Counseling, and Transportation. Below these is a 'QUICK LINKS' section with a green arrow icon and the name 'Black, Sharon' followed by the ID number '4259'. A profile picture of Sharon Black is shown on the left. To the right of the picture, personal details are listed: FIRST: Sharon, MIDDLE: E, LAST: Black, GENDER: Female, DOB: 10/20/1997 (15 yr 11 mo), 1ST LANGUAGE: English, and EMAIL: morgan@mindex.com. Further right, contact and enrollment information is provided: ADDRESS: 10309 Molino Bridge Road, Rochester, NY 90210; PHONES: H: (555) 425-2479; GRADE: 10 (Ungraded Secondary, 7-12); CLASS OF: 2014-2015; COHORT: 2011-2012; HOMEROOM: 143; HR TEACHER: Patterson, Richard; COUNSELOR: Murray, Deborah; TYPE: Regular School year Enrollment; BUILDING: Mindex HS/High School. Below this information, there is a note about the record's creation and modification dates. At the bottom of the page, there are more navigation tabs: Accounts, Contacts, Schedule, Attendance, Discipline, Grades, Assessments, Assignments, Letters, User Defined, and Notes. The 'STUDENT' section is active, showing a 'Contacts' list with two entries: William Black (Father) and Cynthia Smith (Mother), each with their respective addresses and phone numbers.

## Discipline Tab

The Discipline tab shows a history of discipline referrals you have entered (if any), and, if the district uses points for discipline referrals, the student's accumulated points for that year. Use the year drop-down to review historical data for a previous year.

Grade	Date Seen	Incident Date	Offense	Disposition
11		2/9/2010	Class Cut	
11		2/9/2010	Parking Violation	
11	11/12/2009	11/10/2009	Class Cut	None
11	11/10/2009	11/9/2009	Class Cut	None

Depending on user permissions and district settings, users may be able to see all referrals for that student or only those for which a "Date Seen" has been entered.

Faculty members can also see any referral they have submitted. In addition, some users may also be able to add, edit, or delete student referrals from the **My Home > Discipline** tab.

Grade	Date Seen	Incident Date	Offense	Disposition	Points
10		6/12/2009	Did not abide with school rules	None	0.00
10		12/23/2008	False fire alarm	In-School Suspension	20.00
10		12/22/2008	Missed or Skipped Class	Detention(Shared)	30.00
10		12/22/2008	Missed or Skipped Class	Detention(Shared)	30.00

- Click the Add button in the upper right corner of the tab to add a new referral.
- Click the Details button to view a referral you have submitted in read-only mode.
- Click the Delete button to remove a referral you have submitted.

## Adding a New Discipline Referral

Depending on permissions and district settings, some users may also be able to add, edit, or delete student referrals from the **My Home > Discipline** tab.

1. Click the Create New button located in the upper right of the screen on the Discipline tab.

MyHome Census Scheduling Medical **Discipline** Attendance Counseling Transportation

**QUICK LINKS**

Black, Sharon 4259

FIRST: Sharon  
MIDDLE: E  
LAST: Black  
GENDER: Female  
DOB: 10/20/1997 (15 yr 11 mo)  
1ST LANGUAGE: English  
EMAIL: sharon@schooltool.com

RESIDENCE: 10309 Molino Bridge Road  
Rochester, NY 90210

PHONE: H: (555) 425-2479

GRADE: 10 (Ungraded Secondary, 7-12)  
CLASS OF: 2014-2015  
COHORT: 2011-2012  
HOMEROOM: 143

Cycle day A, Period 9 (1:46PM to 4:26PM)  
Earth Science in Room 118 Teacher: Jennifer Baker

Created by SchoolTool on 4/4/2006 at 1:43 PM  
Modified by Jerry Woolton on 9/26/2013 at 4:28 PM

Show student details

Referrals Victim Missed Classes

**DISCIPLINE**

2012-2013

	Grade	Date Seen	Incident Date	Offense	Disposition
▶	10		7/26/2013	VADIR-Harassment	Warning
▶	10		7/26/2013	VADIR-Harassment	Warning

2. Complete the referral when the screen appears. Add as much information as is appropriate.

Student Contacts Schedule Attendance **Discipline** Grades 3-8 Testing Assignments Letters U

District Recommendations:  
No recommendations

Person Type:  Offender  Victim

Building: High School School Level: High School

Date of Incident: 6/12/2009  During School Hours

Time of Incident: 10 : 31 AM  Unknown Time

Teacher: BRAWN, Terry

Location: SELECT ONE

Offense: SELECT ONE + Add Additional

Description of Incident:

Comments:

Number of Non-District Victims: 0 Number of Non-District Offenders: 0

Remove all offenders/victims and save referral

Victims + Add Additional

Offenders + Add Additional

StudentID	First Name	Last Name	Grade	Homeroom
902046	Greg	HEMINGWAY	9	

Attachments:

Here is a brief description of the referral fields:

- **District Recommendations:** Suggested punishment for the student based on the selected offense ("No Recommendation" will display unless a properly configured Offense is selected).
- **Person Type:** Offender is the default choice for this field and most commonly used. To select Victim, simply click the radio button.
- **Building/School Level:** These values will default to the student's Building/School Level. To reflect a different incident location, select the appropriate values from the drop-down lists.
- **Date of Incident:** This field will default to today's date. The date of incident can be a date in the past but it will not accept a date in the future. You can type in the date in the mm/dd/yyyy format or use the pop up calendar to select the date.
- **During School Hours:** This box is automatically checked to reflect that the incident occurred during regular school hours. However, if the incident occurred outside of regular school hours (ex: school dance, sporting event, etc.), you need to uncheck this box.
- **Time of Incident:** This field will default to the current time when adding a new referral. To change it simply select the appropriate values from the drop-down menus. If the time is not known, check the "Unknown" checkbox.

**Note:** The Time of Incident field may not show on all referrals, as this is a Building School Level option that may be turned on or off in Maintenance.

- **Date Seen:** When accessed from the **My Home > Discipline** tab, this field is not available when adding a referral. The Date Seen field is visible only when viewing a referral you have entered in read-only mode.

**Note:** If the "Email Referral Creator" option is enabled in Maintenance, the creator of the referral will receive an email notification when a Date Seen is entered and saved.

- **Teacher:** This field is automatically filled with the name of the user who is submitting this referral.
- **Offense:** This field is the actual Offense committed by the student. Even though this field is not highlighted in pink, it is a required field. Additional related offenses may be added to the referral by using the Add Additional Offenses  button. If the Offense chosen is marked as VADIR under Maintenance, you will see additional options to select under the Offense such as check boxes for "With Weapons," "Involving Alcohol/Drugs," "Gang Related," and "Bias Related." Check any that are appropriate.

**Note:** Users must have the appropriate permissions to add VADIR offenses to a referral. If they do not have the correct permission, they will not see VADIR offenses in the drop-down list.

- **Location:** Select the location where the Offense took place. Even though this field is not highlighted in pink, it is a required field.
- **Description of Incident:** This field allows you to describe the offense in detail. This field is required and has a 1,000 character limit.

**Note:** The Description of the incident will become part of the student's permanent record. Therefore, it is suggested that the Description be factual and politically correct.

- **Reason for Referral:** This is an optional, free-text field which allows you to enter additional information regarding the referral.

**Note:** The Reason for Referral field may not show on all referrals, as this is a Building School Level option that may be turned on or off in Maintenance.

- **Previous Actions:** This is an optional, free-text field which allows you to detail any previous actions that may have been taken and did not require an official referral.

**Note:** The Previous Actions Taken field may not show on all referrals, as this is a Building School Level option that may be turned on or off in Maintenance.

- **Comments:** This is an optional, free-text field which is used for internal tracking of the referral. You might enter your initials or indicate which principal or vice principal met with the student.

**Note:** You can spell check all free-text entries by clicking on the  Spell Check Icon in the upper right corner of the Discipline section.

- **Number of Non District Victims:** This field defaults to zero and a zero value is accepted in this field. This might be used if the incident happened on school grounds when students from another school and were victimized.
- **Number of Non District Offenders:** This field defaults to zero and a zero is accepted in this field. This might be used if the incident happened on school grounds when students from another school committed some act of vandalism, theft, or violence.
- **Victims:** If there was a victim involved in this incident, you could add them to the discipline referral by clicking on the Add Additional Victims  button. This action opens up the Batch Selector allowing you to search for the additional victims. Faculty can also be added as Victims by clicking on the Add Faculty  button. See the section on *Adding Additional Victims or Offenders*.
- **Offenders:** If there are additional offenders involved in this incident, you can add them to the discipline referral by clicking the Add Additional Offenders  button. This action opens up the Batch Selector allowing you to search for the additional offenders. Faculty can also be added as Offenders by clicking on the Add Faculty  button. See the section on Adding Additional Victims or Offenders.
- **Attachments:** You can upload an attachment to any referral record. Use the Browse button to locate the file. Once you have located the file, click the Upload Attachment button.

**Note:** The following fields may appear on the referral if enabled by your district: .Date/Time Parent was Contacted, Previous Occurrences fields, FBA/IEP checkboxes, and Corrective Steps Taken checkboxes. These are not typically enabled for discipline referrals..

3. To apply the referral to the student, single click the Save  icon in the upper right corner of the window. To cancel the referral, single click the Cancel  icon and all information will be undone.
4. Click the green Done  button to return to the main Discipline Referral tab. You will see the referral in a single read-only row.