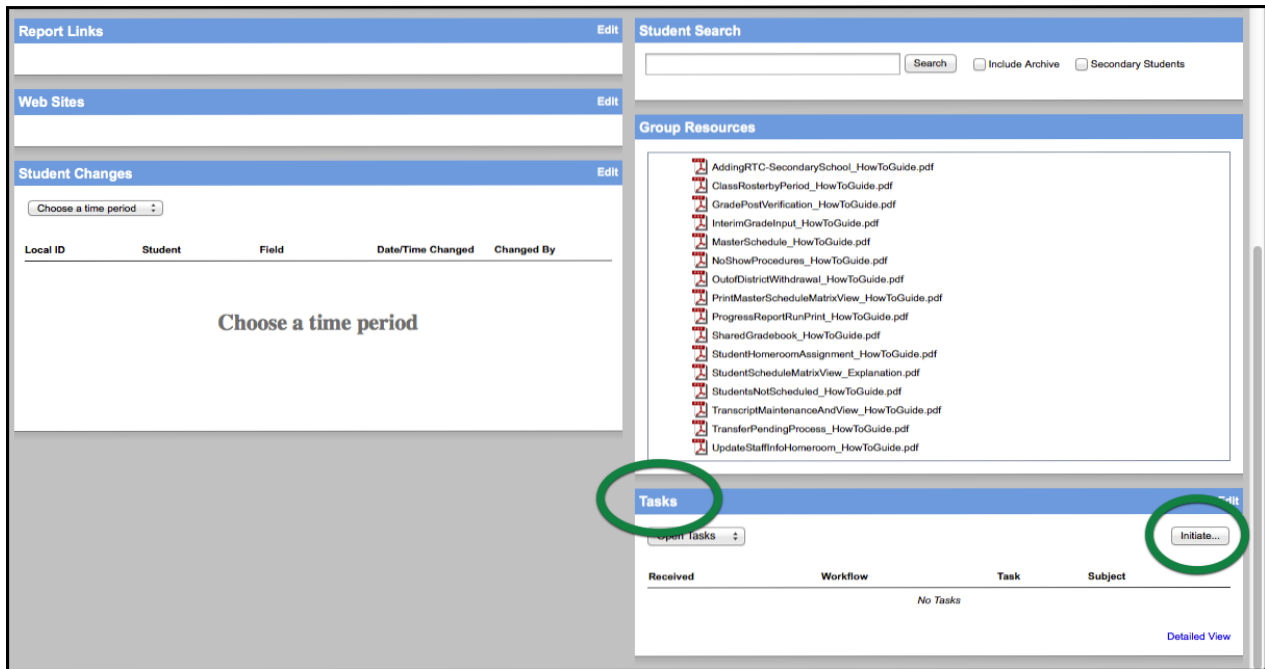
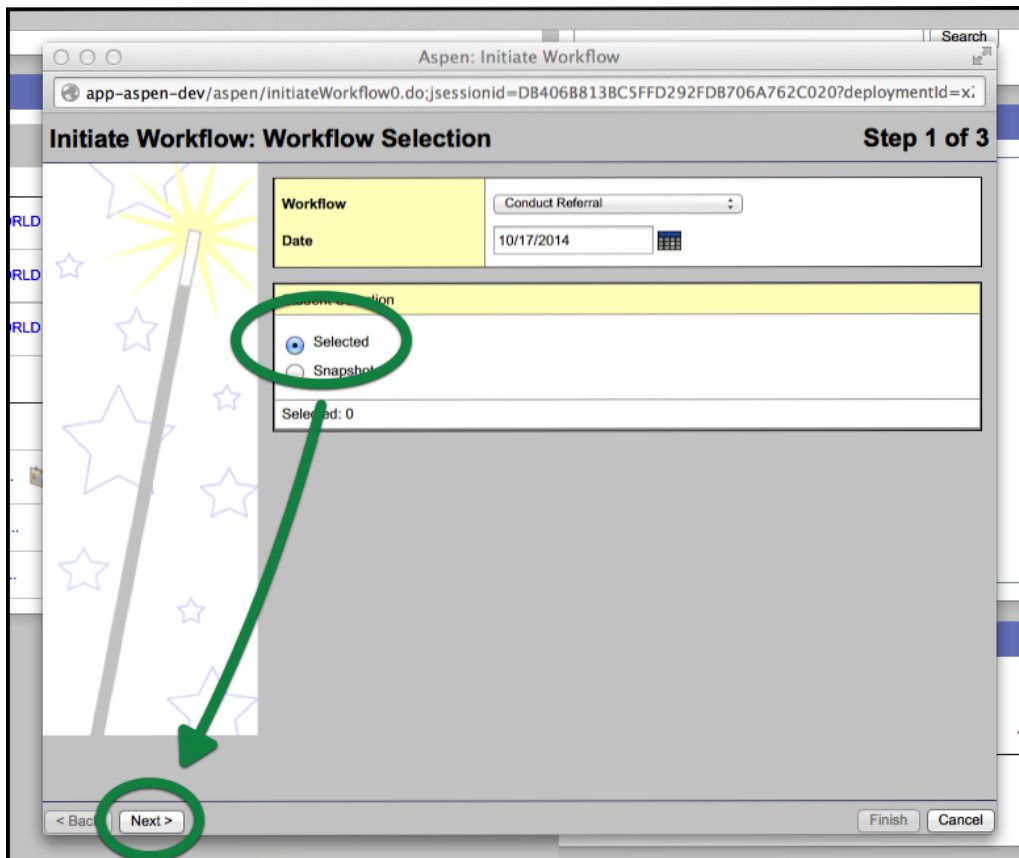


Creating a Discipline Referral

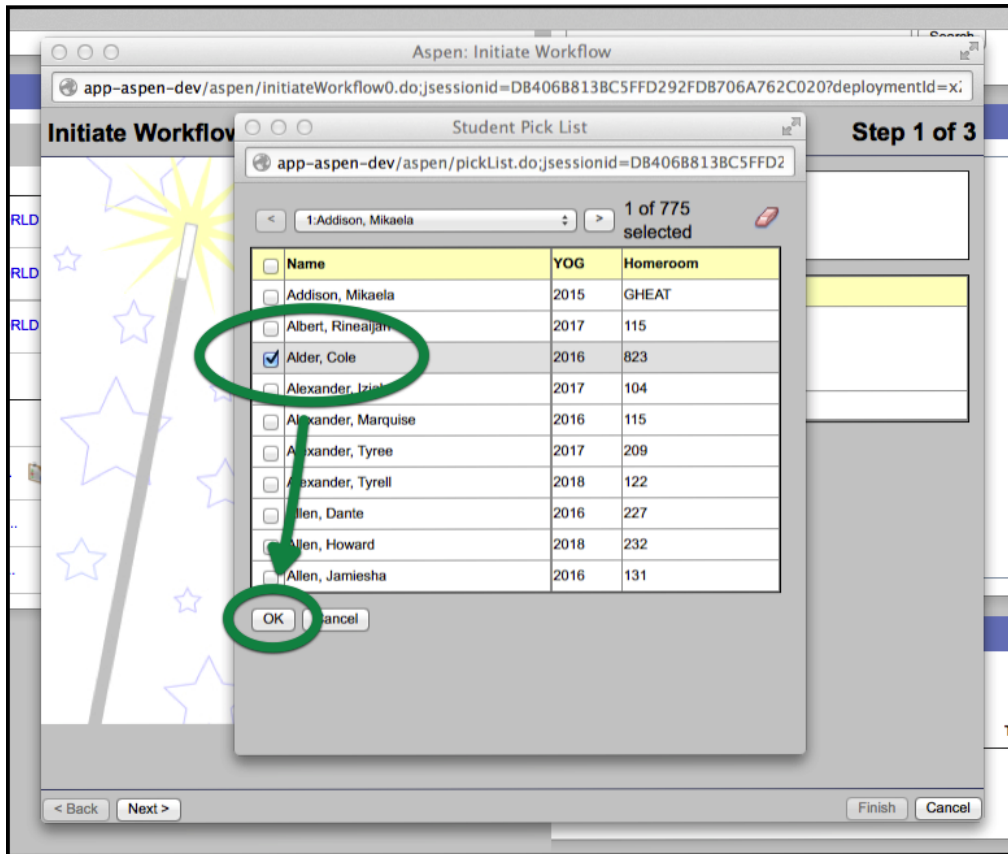
1. Log in to Aspen and scroll down to the **Tasks** widget. Click **Initiate**.



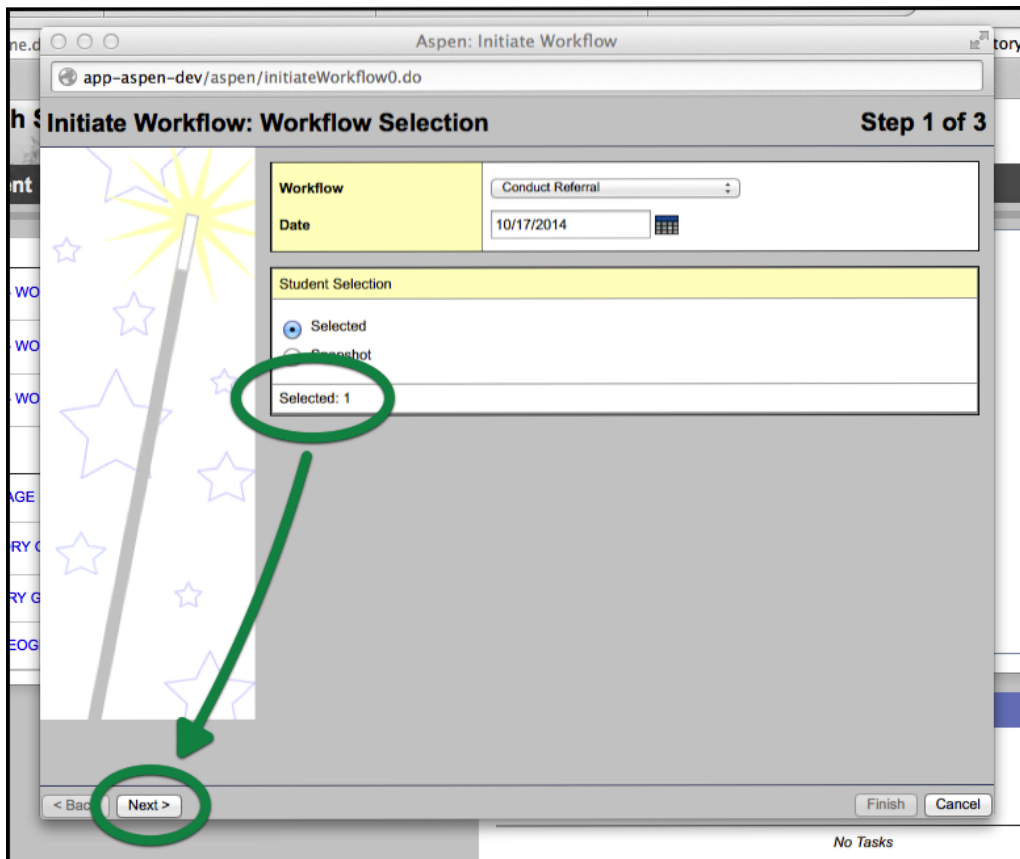
2. A new window will appear. **Conduct Referral** and the current date should be inserted by default. Click the button to the left of **Select**. Click **Next**.



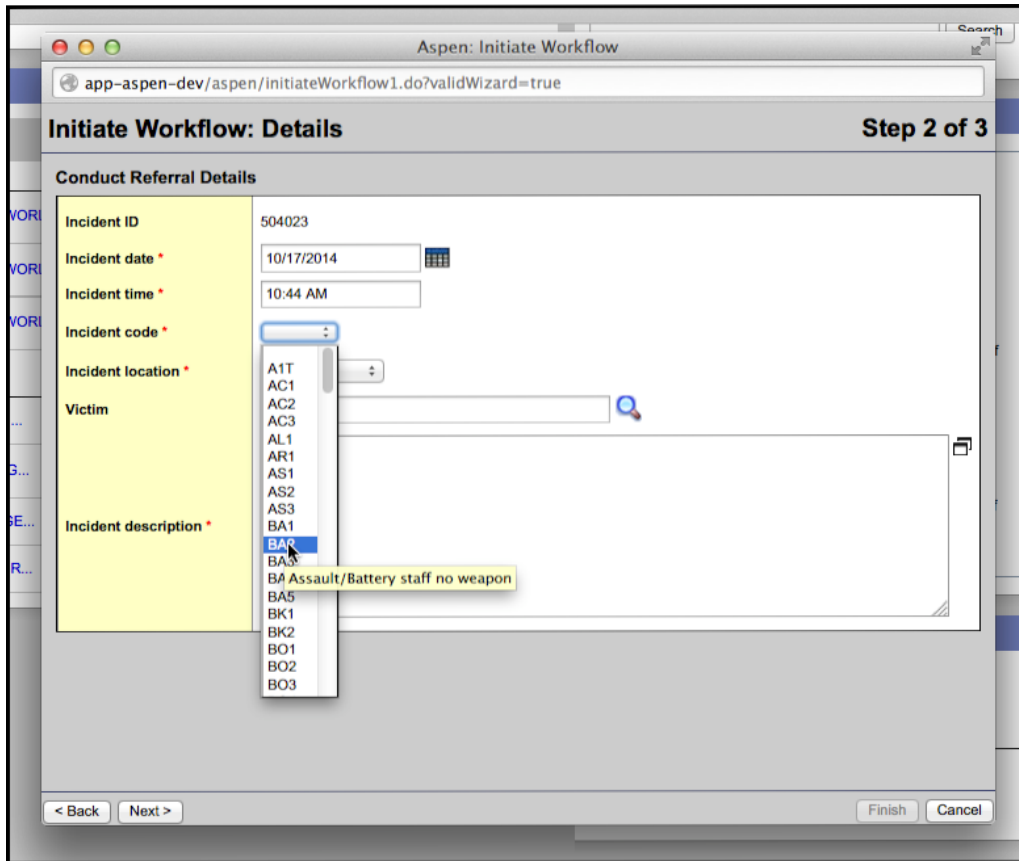
3. Select the checkbox next to the name of the student who committed the offense. Click **OK**.



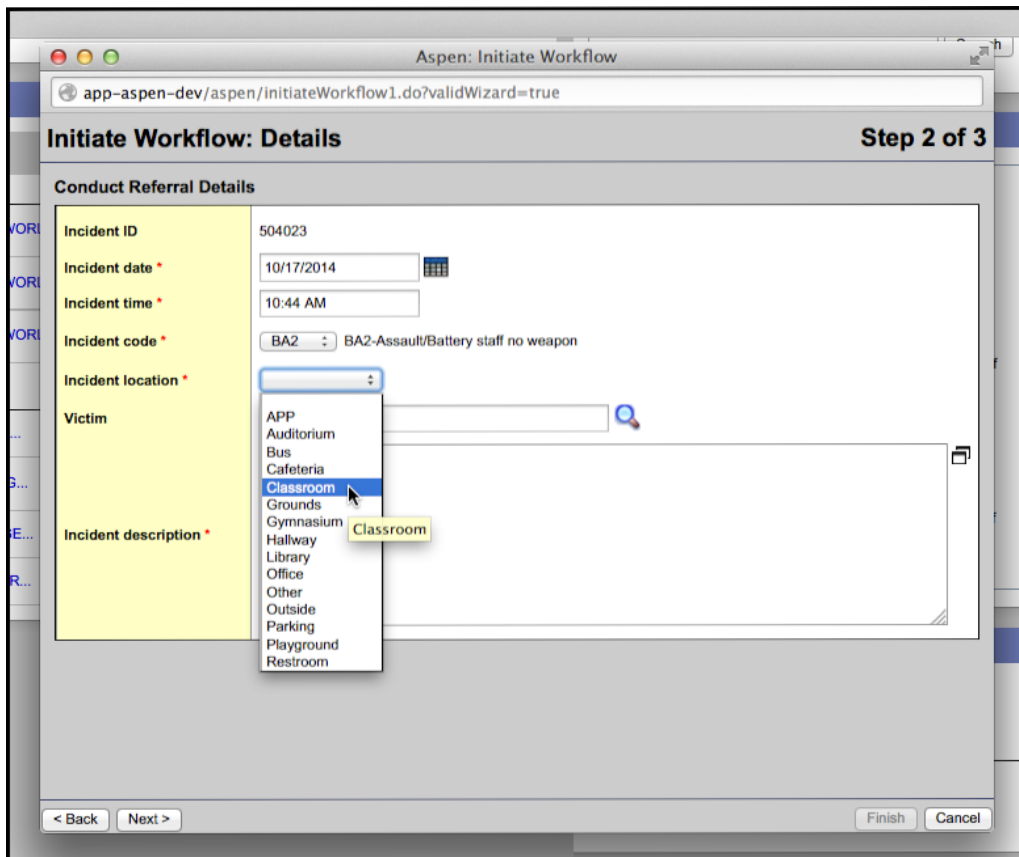
4. The **Student Pick List** will disappear and you will see that you have selected one student to refer. Click **Next**.



5. In the next window make sure the **Incident date** and **Incident time** are correct. Click the **Incident code** pop-up and you can see what each code means by hovering over it with the mouse pointer.



6. Choose the **Incident location** from the pop up menu.



7. If there is a victim, click on the magnifier icon and choose the victim the same way you chose the offender. Type a description of the incident in the **Incident description** field. Click **Next**.

The screenshot shows a web browser window titled "Aspen: Initiate Workflow" with the URL "app-aspen-dev/aspden/initiateWorkflow1.do". The page is titled "Initiate Workflow: Details" and is "Step 2 of 3". Under the heading "Conduct Referral Details", there is a form with the following fields:

- Incident ID: 504023
- Incident date *: 10/17/2014
- Incident time *: 10:44 AM
- Incident code *: BA2 (dropdown) BA2-Assault/Battery staff no weapon
- Incident location *: Classroom (dropdown)
- Victim: Abbott, James (with a magnifier icon circled in green)
- Incident description *: A text area containing the placeholder text "This is where you type in a detailed description of the incident."

At the bottom of the form, there are three buttons: "< Back", "Next >" (circled in green), "Finish", and "Cancel".

8. On the last screen click **Finish**. You're done!

The screenshot shows a web browser window titled "Aspen: Initiate Workflow" with the URL "app-aspen-dev/aspden/initiateWorkflow2.do?validWizard=true". The page is titled "Initiate Workflow: Confirmation" and is "Step 3 of 3". On the left side, there is a decorative graphic of a firework exploding with stars. On the right side, there is a summary table:

Workflow	Conduct Referral
Number to Initiate	1
Date	10/17/2014

At the bottom of the page, there are three buttons: "< Back", "Next >", and "Finish" (circled in green with a green arrow pointing to it). A "Cancel" button is also present.