Creating a Discipline Referral

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

Report Links	Edit	Student Search
		Search Include Archive Secondary Students
Web Sites	Edit	
		Group Resources
Student Changes Choose a time period : Local ID Student Field Date/Time Changed By Choose a time period	Edit	AddingRTC-SecondarySchool_HowToGuide.pdf ClassRosterbyPeriod_HowToGuide.pdf GradePevtVerification_HowToGuide.pdf MasterSchedule_HowToGuide.pdf MasterSchedule_HowToGuide.pdf OxfolmetricWHammyLowToGuide.pdf ProgressRoporRturPrint_HowToGuide.pdf StudentNotScheduleAptive.ptevToGuide.pdf StudentNotScheduleAptive.ptevToGuide.pdf StudentNotScheduleAptive.ptevToGuide.pdf TranscripMaintenanceAnsView_HowToGuide.pdf UmasterScheduleAptive.ptevToGuide.pdf StudentScheduleAptive.ptevToGuide.pdf TranscripMaintenanceAnsView_HowToGuide.pdf UmasterScheduleAptive.ptevToGuide.pdf UmasterScheduleAptive.ptevToGuide.pdf TranscripMaintenanceAnsView_HowToGuide.pdf
		epen laska :
		Received Workflow Task Subject
		Detailed View

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**.

	-			Search
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		Workflow	Conduct Referral ‡	
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3. Select the checkbox next to the name of the student who committed the offense. Click **OK**.

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5		Name	YOG	Homeroom		
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	\sim	Albert, Rineaijan	2017	115		
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		Alexander, Iziel	2017	104		
l	$\overline{}$	Alexander, Marquise	2016	115		
		A xander, Tyree	2017	209		
	5	📄 / exander, Tyrell	2018	122		
1	5	llen, Dante	2016	227		
	\sim	Men, Howard	2018	232		
l	25	Allen, Jamiesha	2016	131		
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4. The **Student Pick List** will disappear and you will see that you have selected one student to refer. Click **Next**.

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h٤	Initiate Workflow:	Workflow Selection	on	Step 1 of	3
nt		Workflow	Conduct Referral	\$)	1
		Date	10/17/2014		
wo		Student Selection			
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				No Tasks	

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.

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	app-aspen-dev/asp	en/initiateWorkflow1.do?va	alidWizard=true	
	Initiate Workflov	r: Details		Step 2 of 3
	Conduct Referral Deta	ls		
VORI VORI VORI 3 E	Incident ID Incident date * Incident time * Incident code * Incident location * Victim	504023 10/17/2014 10:44 AM AIT AC2 AC3 AL1 AR1 AS1 AS2 AS3 BA1 BA5 BA5 BA5 BK1 BK2 BC1	no weapon	
ē	< Back Next >)	BO2 BO3		Finish Cancel

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

		Aspen: Initiate Workflow	
1	app-aspen-dev/aspen/a	en/initiateWorkflow1.do?validWizard=true	
h	nitiate Workflow	<i>r</i> : Details	Step 2 of 3
	Conduct Referral Detai	ls	
RI RI RI 	Incident ID Incident date * Incident time * Incident code * Incident location * Victim	504023 10/17/2014 BAZ : BA2-Assault/Battery staff no weapon APP Auditorium Bus Cafeteria Cassroom Gymnasium Classroom Hallway Library Office Other Outside Parking Playground Restroom	
	< Back Next >		Finish Cancel

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**.

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app-aspen-dev/as	pen/initiateWorkflow1.do	
nitiate Workflo	w: Details	Step 2 of
Conduct Referral Det	ails	
Incident ID Incident date * Incident time * Incident code * Incident location * Victim	504023 10/17/2014 10:44 AM BA2 : BA2-Assault/Battery staff no weapon Classroom : Abbott, James This is where you type in a detailed description of the incident	
Incident description *		

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

