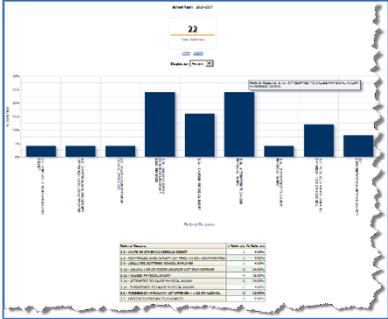
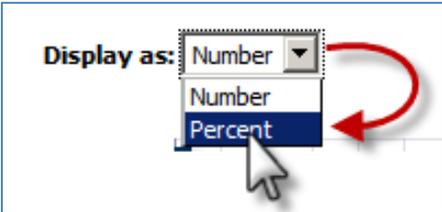


MyData Quick Guide: Office Discipline Referrals, School

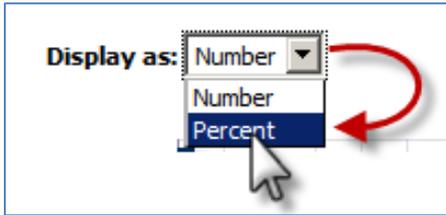
This guide shows you how to find information on the students reported in the Office Discipline Referral system. Reports display types of behaviors by time, location, and referring staff.

A. What overall percentage of students falls into each problem behavior? Can I also see when and where the incident took place? Will the report show interventions taken?

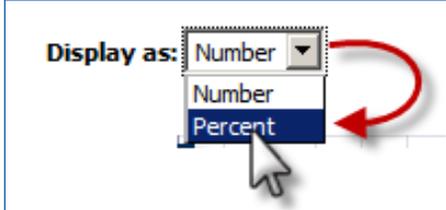
Step #	Step	Icon/Link	Comments
1.	<p>Click on the School dashboard and scroll down to Discipline Referrals.</p> <p>You will now see six tabs below the blue banner. The first, or default tab is Referral Reasons.</p>		
2.	<p>You can click on the value in the table or bar graph to see a detail student report.</p>		<p>Student level detail reports include Date & Time, Location, Reason, Referring Staff and Actions Taken.</p>
3.	<p>Similarly, you can click on the total count above the bar graph and table to see a detail student report.</p>		
4.	<p>For the bar graph, use the Display as selector above each report to toggle between displaying numbers or percentages.</p>		

<p>5. Use the School Years filter to view reports from other school years.</p>		<p>After selecting filters, be sure to click on the corresponding Apply.</p> <p>The multi-select filters included on this report allow you to isolate <i>individual or multiple</i> Grade, Ethnicity, Language Classification, Gender or Foster Youth.</p>
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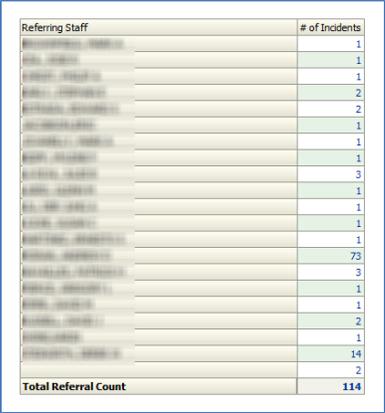
B. What time of day do problem behaviors occur? What patterns or trends emerge when viewing a report displaying time of incidents?

Step #	Step	Icon/Link	Comments
<p>1. Click on the Referrals by Time of Day tab.</p>			<p>Similar to the previous report, you can click on the value in the table or bar graph to see a detail student report.</p> <p>Student level detail reports include Date & Time, Location, Reason, Referring Staff and Actions Taken.</p>
<p>2. For the bar graph, use the Display as selector above each report to toggle between displaying numbers or percentages.</p>			

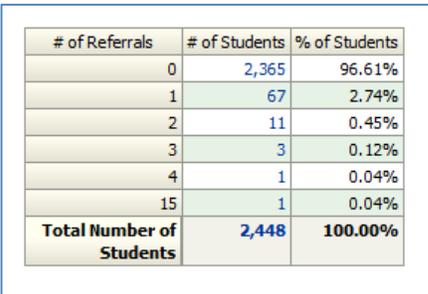
C. Where on campus do problem behaviors occur? What patterns or trends emerge when viewing a report displaying location of incidents?

Step #	Step	Icon/Link	Comments
<p>1. Click on the Referral Location Summary tab.</p>			<p>Student level detail reports include Date & Time, Location, Reason, Referring Staff and Actions Taken.</p>
<p>2. For the bar graph, use the Display as selector above each report to toggle between displaying numbers or percentages.</p>			

D. Which staff members are submitting referrals? What does this data tell us?

Step #	Step	Icon/Link	Comments																																																		
1.	Click on the Referrals by Referring Staff tab.	 <table border="1"> <thead> <tr> <th>Referring Staff</th> <th># of Incidents</th> </tr> </thead> <tbody> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>2</td></tr> <tr><td>...</td><td>2</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>3</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>73</td></tr> <tr><td>...</td><td>3</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>2</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>1</td></tr> <tr><td>...</td><td>14</td></tr> <tr><td>...</td><td>2</td></tr> <tr><td>Total Referral Count</td><td>114</td></tr> </tbody> </table>	Referring Staff	# of Incidents	...	1	...	1	...	1	...	2	...	2	...	1	...	1	...	1	...	3	...	1	...	1	...	1	...	1	...	1	...	73	...	3	...	1	...	1	...	2	...	1	...	1	...	14	...	2	Total Referral Count	114	Student level detail reports include Date & Time, Location, Reason, Referring Staff and Actions Taken .
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E. Which students are reported? How can we use this data to support student behavior?

Step #	Step	Icon/Link	Comments																								
1.	Click on the Students by Number of Referrals tab.	 <table border="1"> <thead> <tr> <th># of Referrals</th> <th># of Students</th> <th>% of Students</th> </tr> </thead> <tbody> <tr><td>0</td><td>2,365</td><td>96.61%</td></tr> <tr><td>1</td><td>67</td><td>2.74%</td></tr> <tr><td>2</td><td>11</td><td>0.45%</td></tr> <tr><td>3</td><td>3</td><td>0.12%</td></tr> <tr><td>4</td><td>1</td><td>0.04%</td></tr> <tr><td>15</td><td>1</td><td>0.04%</td></tr> <tr><td>Total Number of Students</td><td>2,448</td><td>100.00%</td></tr> </tbody> </table>	# of Referrals	# of Students	% of Students	0	2,365	96.61%	1	67	2.74%	2	11	0.45%	3	3	0.12%	4	1	0.04%	15	1	0.04%	Total Number of Students	2,448	100.00%	Student level detail reports include Date & Time, Location, Reason, Referring Staff and Actions Taken .
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