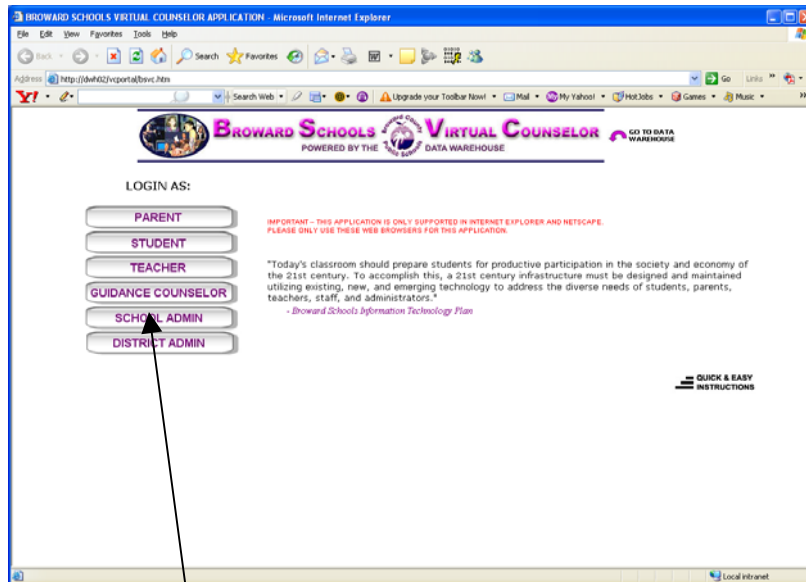
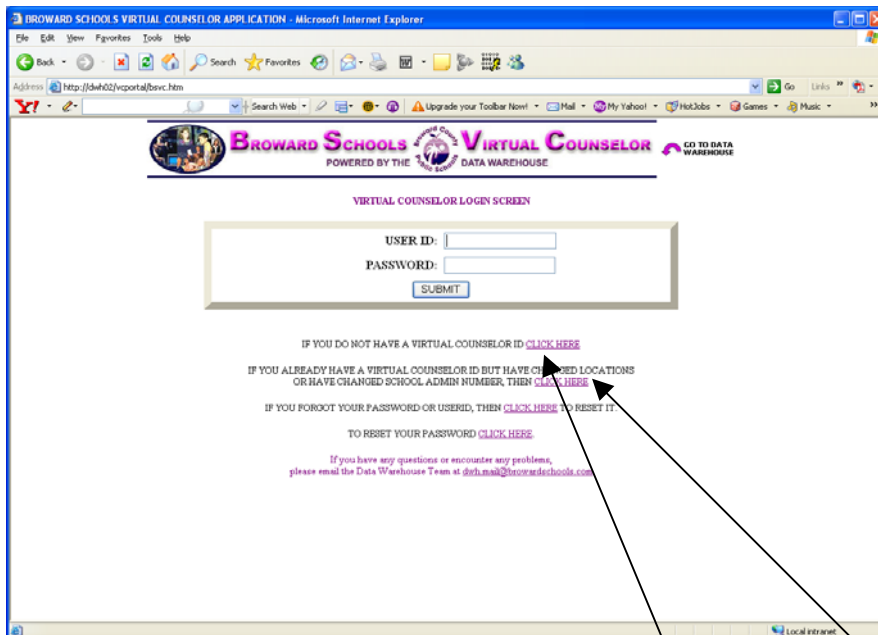


BROWARD COUNTY PUBLIC SCHOOLS DISCIPLINE REFERRAL

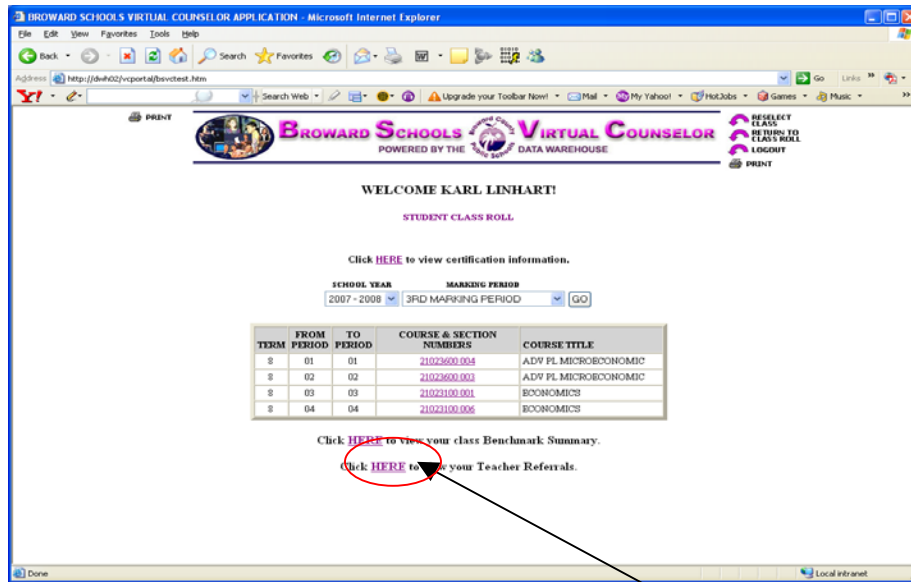
(For Discipline Pilot schools only)



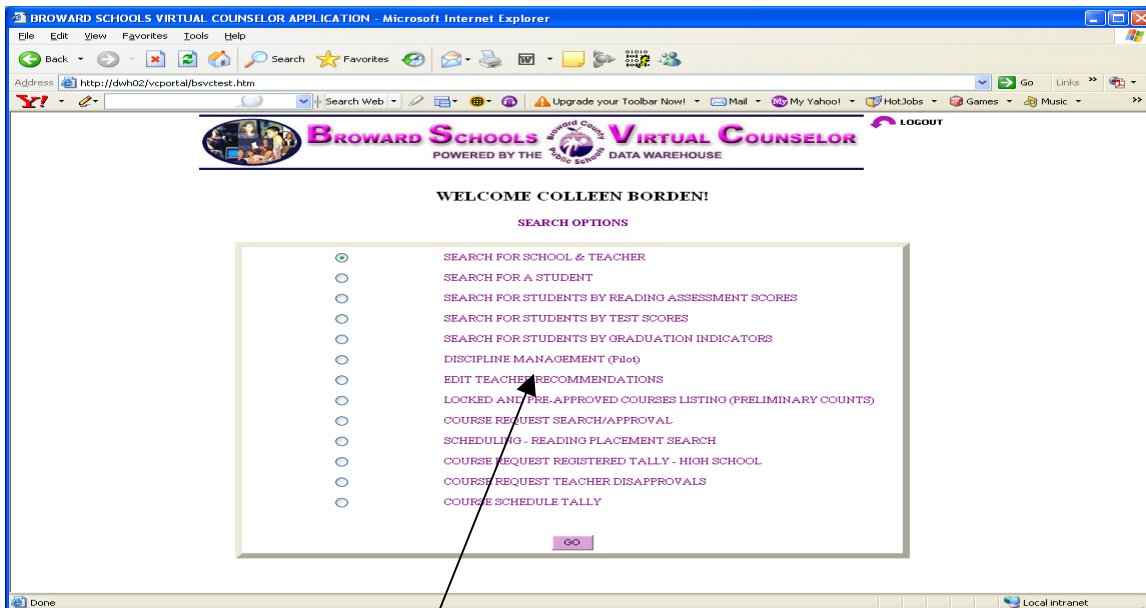
Login into Virtual Counselor at <http://web/dwh/>
Click the link that applies to your job at your school.



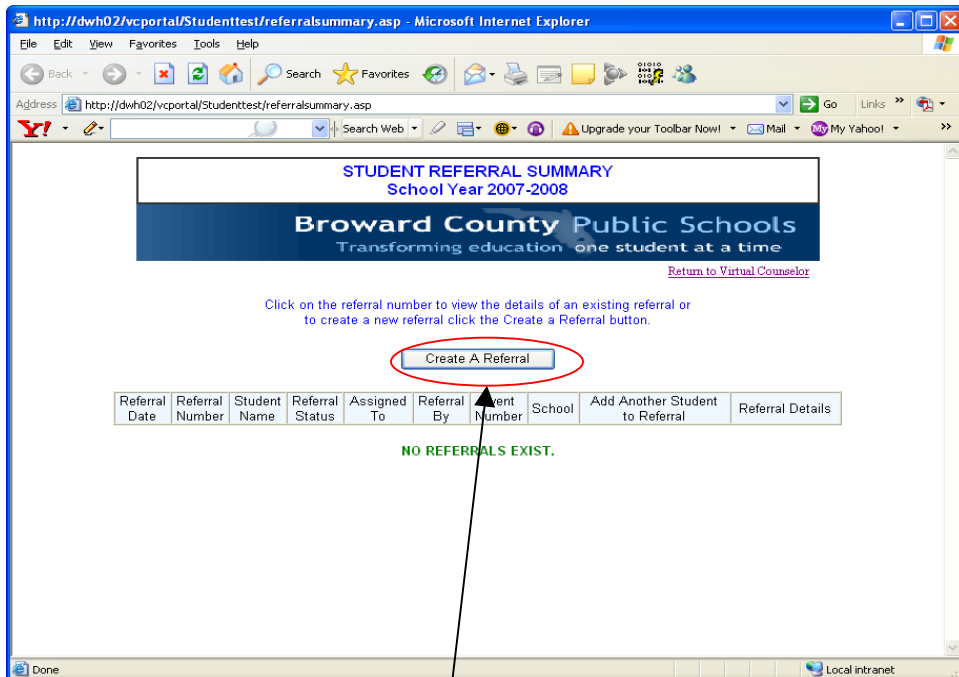
Links are available on the next screen to apply for a new ID or change your ID if you have changed locations, or reset your password. Login with your current Virtual Counselor ID.



Teacher ID's (ID's that begin with a "T") will see the referral link in their class roll screen. Click on this link to go to the referral screen.



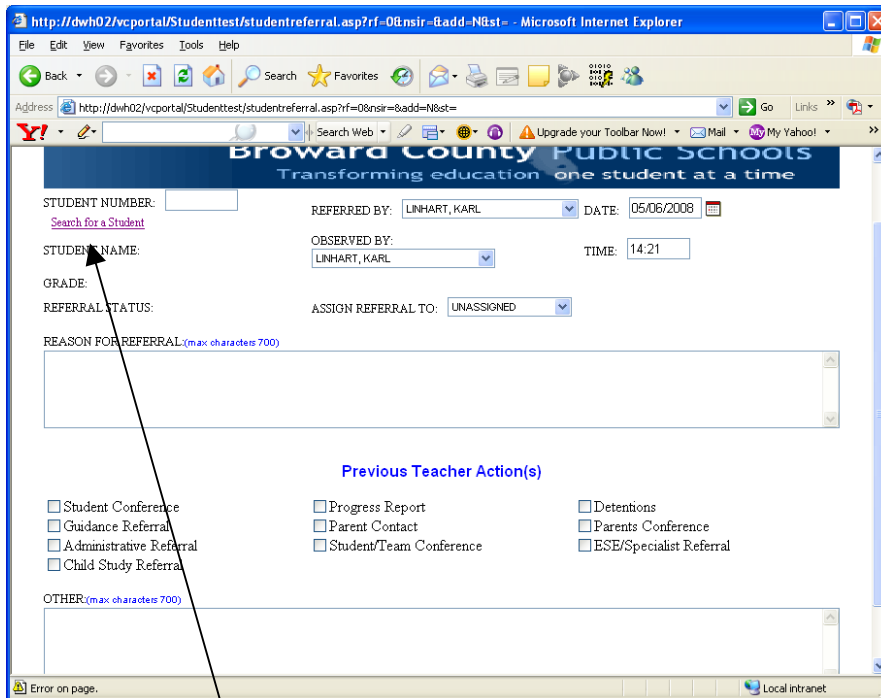
Virtual Counselor School Administrator ID's and guidance ID's (ID's that begin with an "S" or "U") will be able to access the referral system via the **DISCIPLINE MANAGEMENT** option in the Search Options screen.



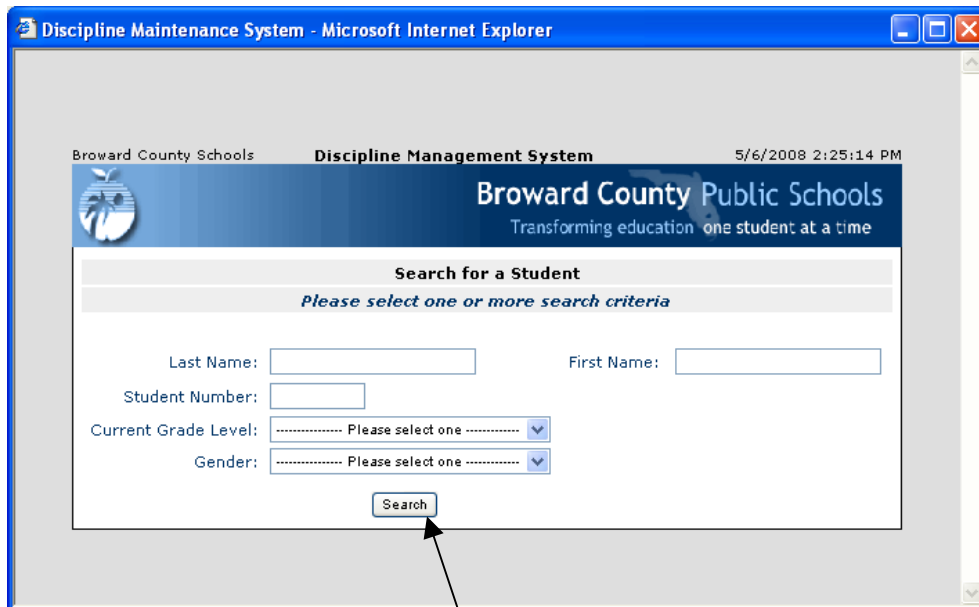
This first screen is the summary screen of any referrals you have created this school year in the Discipline Management System.

Click on the [Create A Referral](#) button to create a new referral.

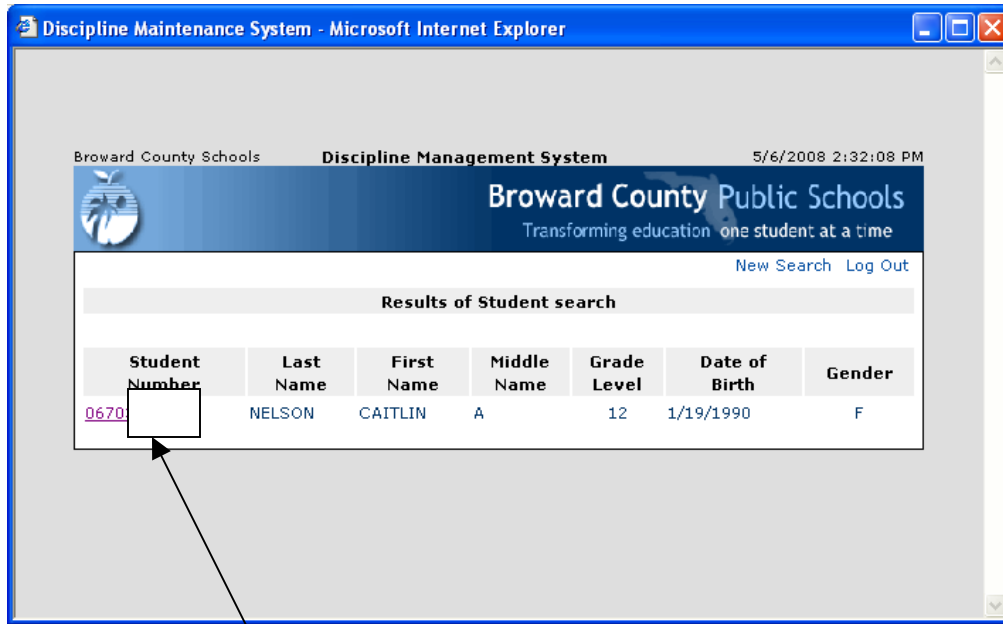
IMPORTANT: Teachers will only be allowed to enter a referral for a student who they are currently teaching or have taught this school year.



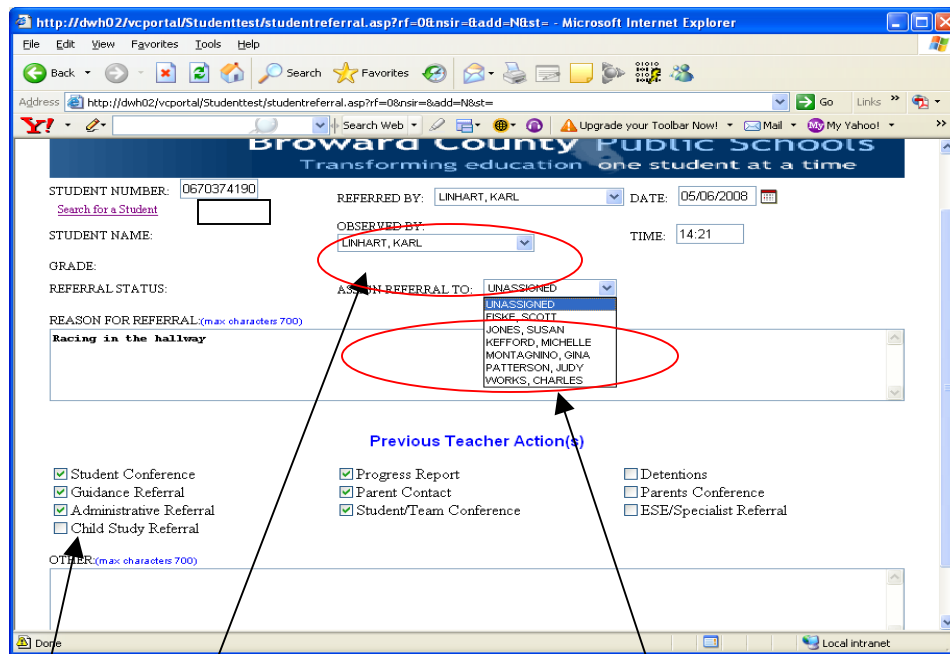
Click on the **Search for a Student** link to search for the student that you are creating the referral for. Once you click on this link a search screen will popup.



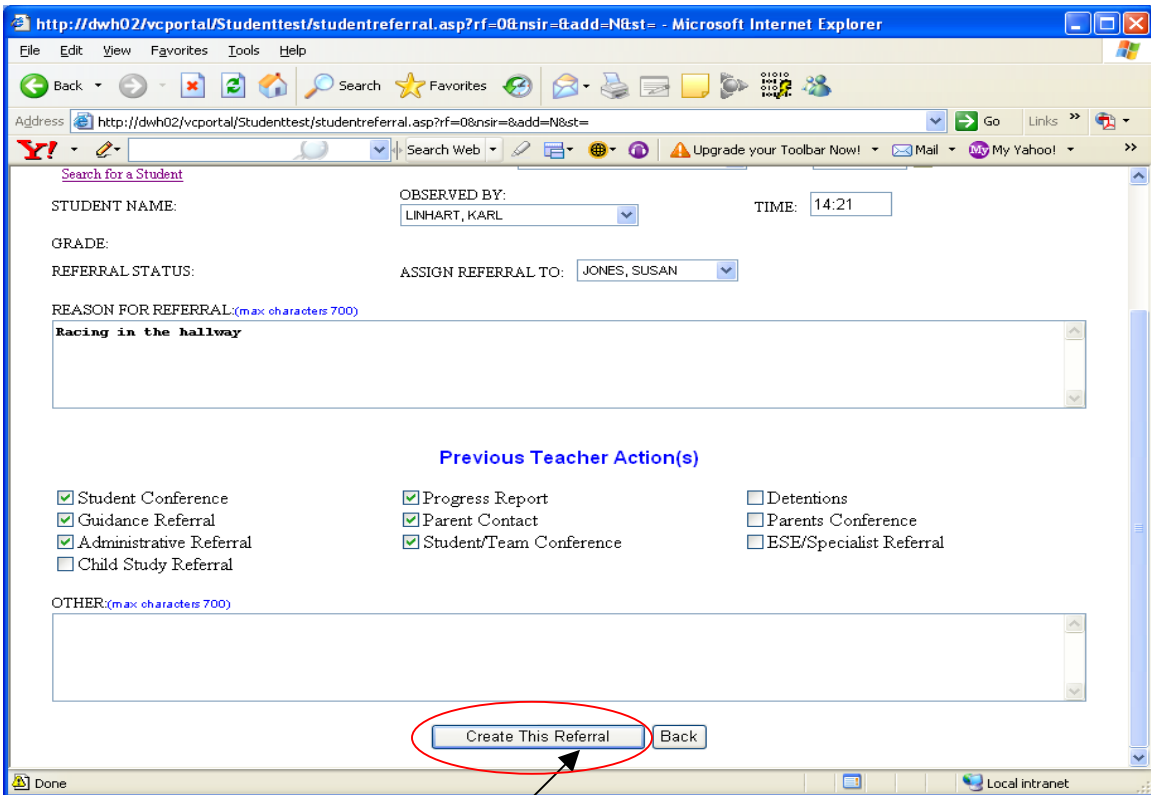
Enter in any search criteria. For instance you can enter in just the last name of the student if that is the only information that you know. Press the search button.



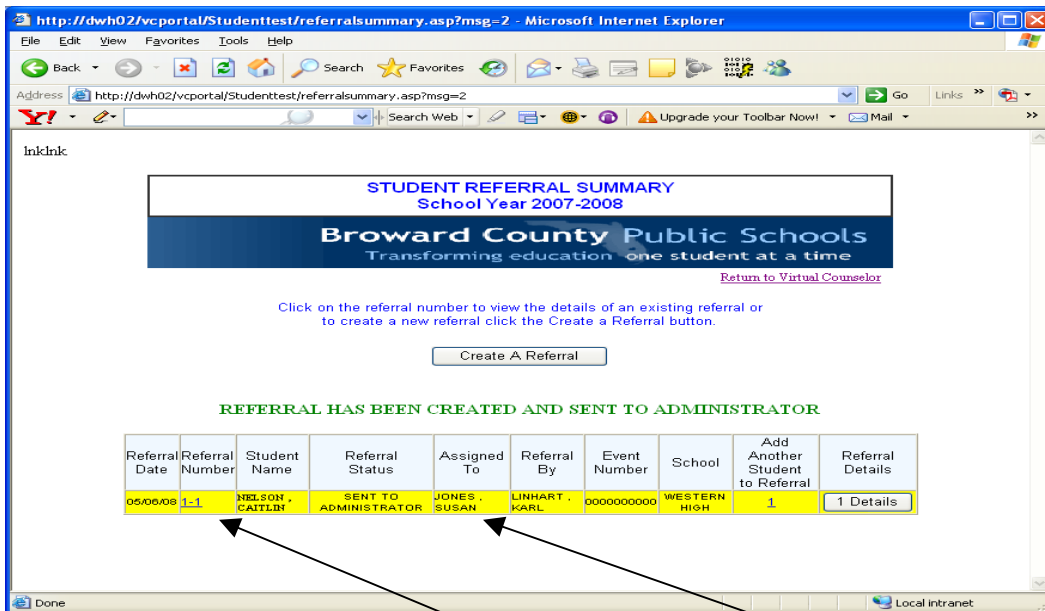
Click on the student number. By clicking on the student number the number will populate the referral screen.



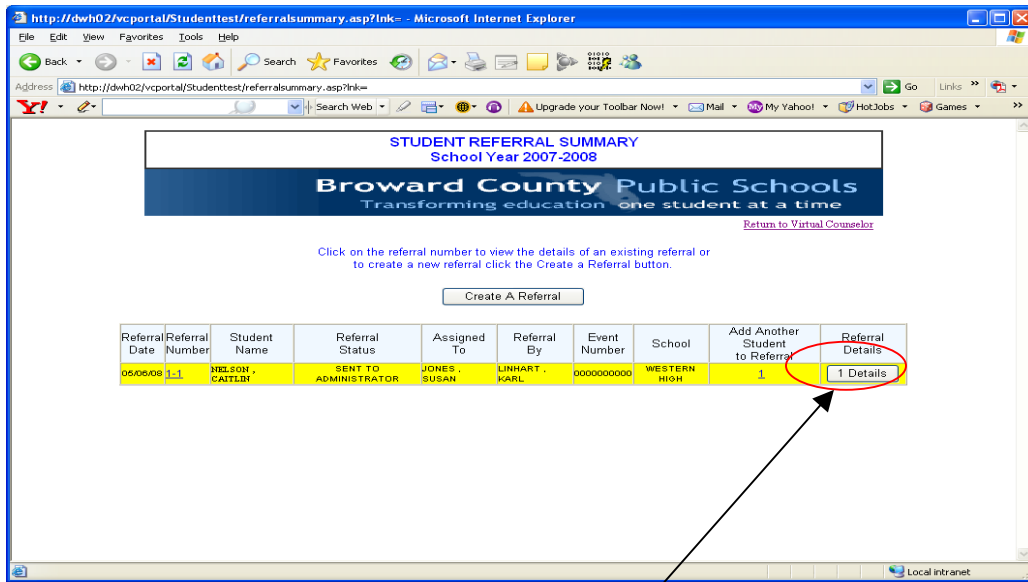
Enter any information for the referral. In the **Assign Referral To** dropdown box you can assign the referral to a specific assistant principal or you can leave the referral unassigned. If the teacher is creating the referral but the incident was reported to the teacher by another individual select this person's name from the in the **Observed** dropdown box. If this person is not a school employee choose "NOT A SCHOOL EMPLOYEE" and enter their first and last name.



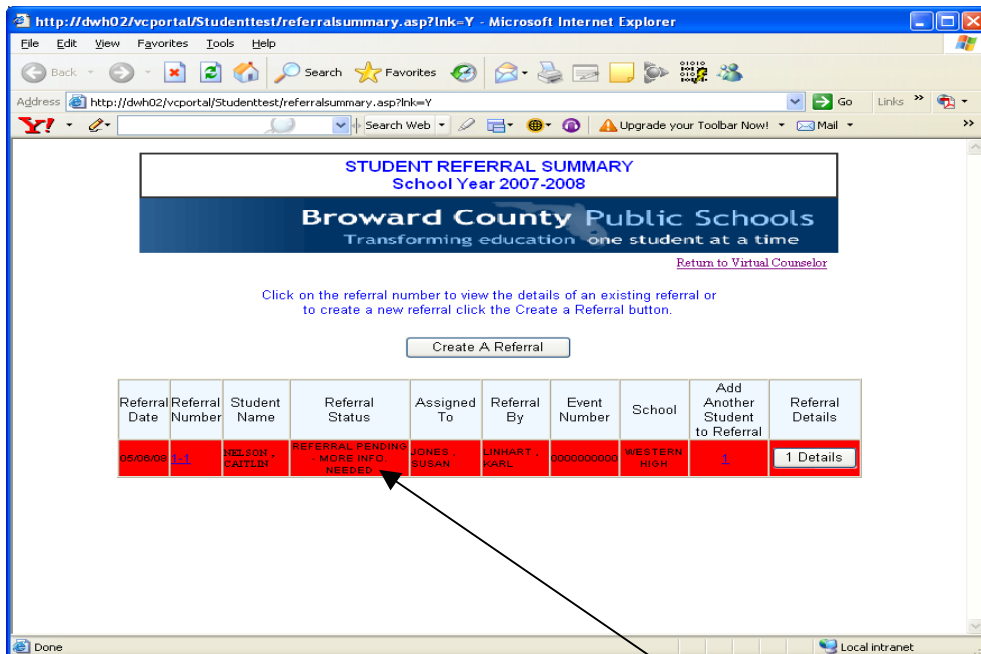
Click the **Create This Referral** button to save the information.



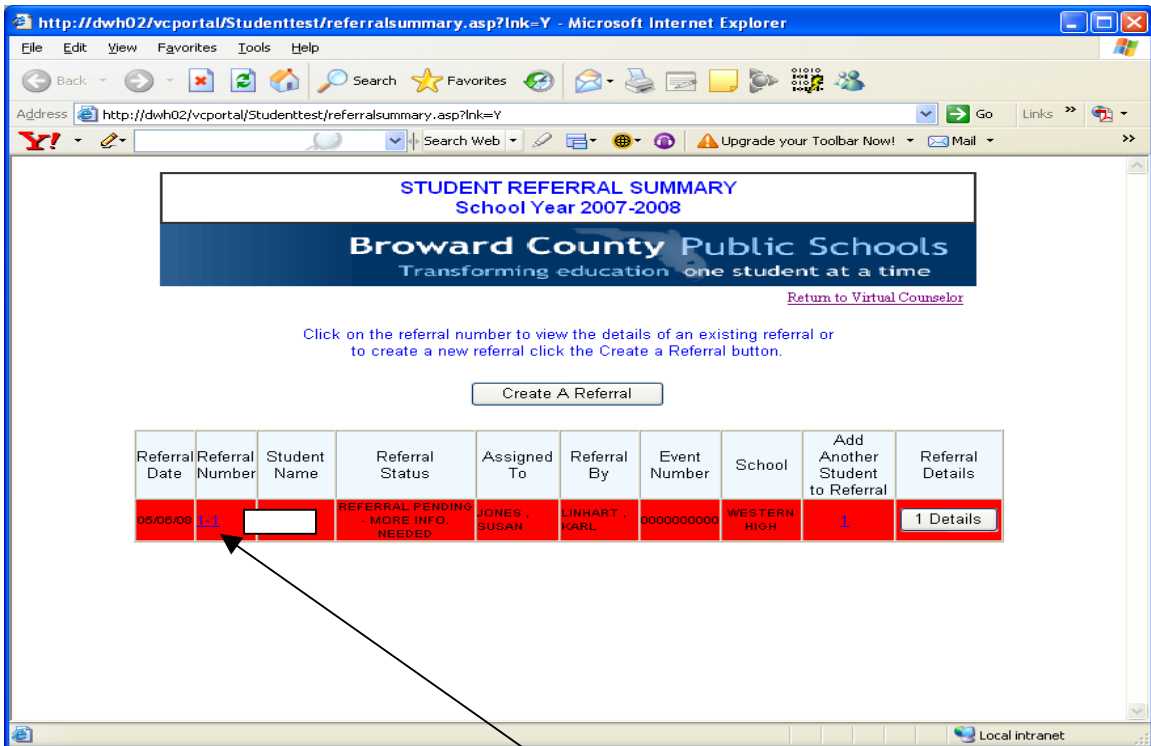
The new referral is given a referral number and is added to the Referral Summary list. In addition, the electronic referral is sent to the school's administrator.



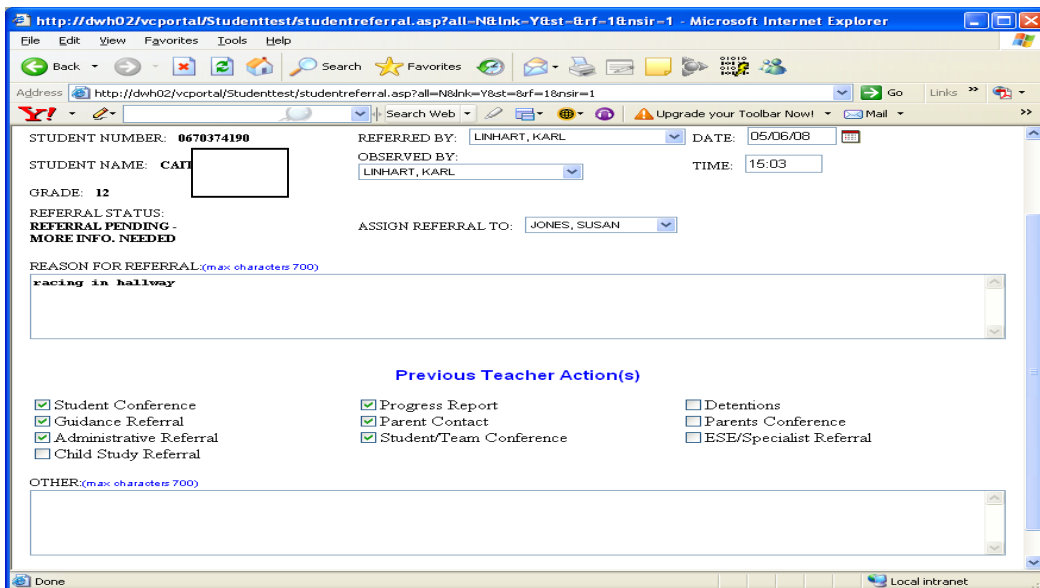
The referral will appear in yellow until the administrator reviews the referral and takes appropriate action. You can always review the referral by clicking on the **Details** button.



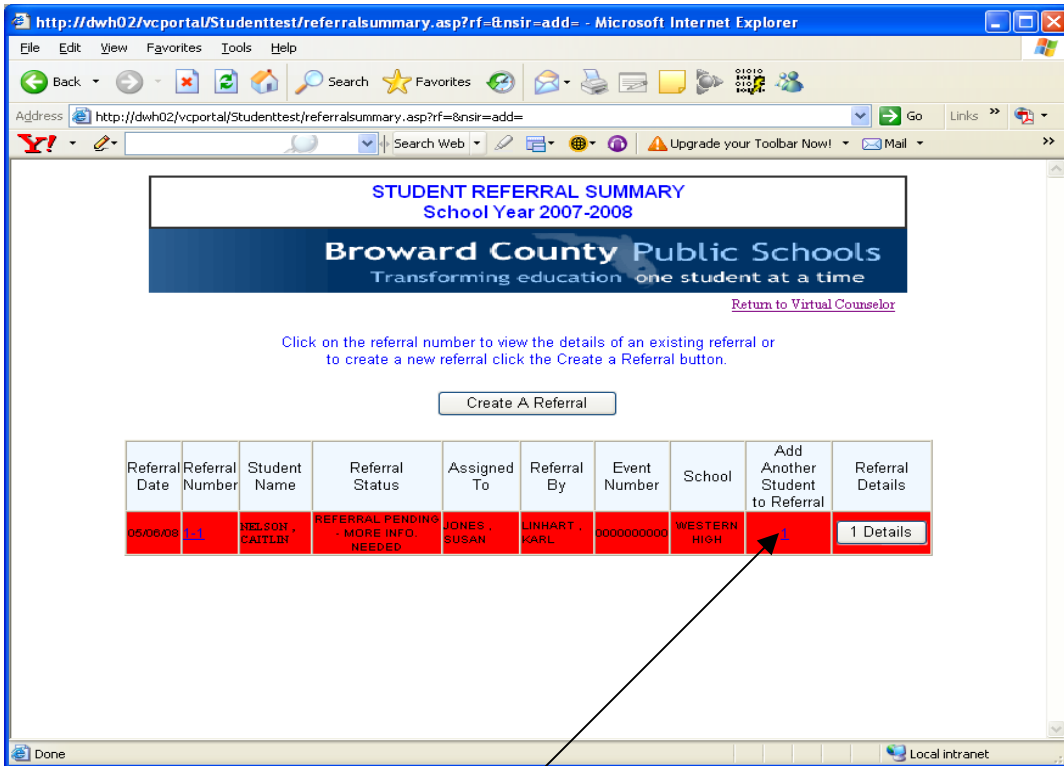
If the administrator decides that more information is needed from you the referral will display in red with the status **"REFERRAL PENDING – MORE INFO NEEDED"**.



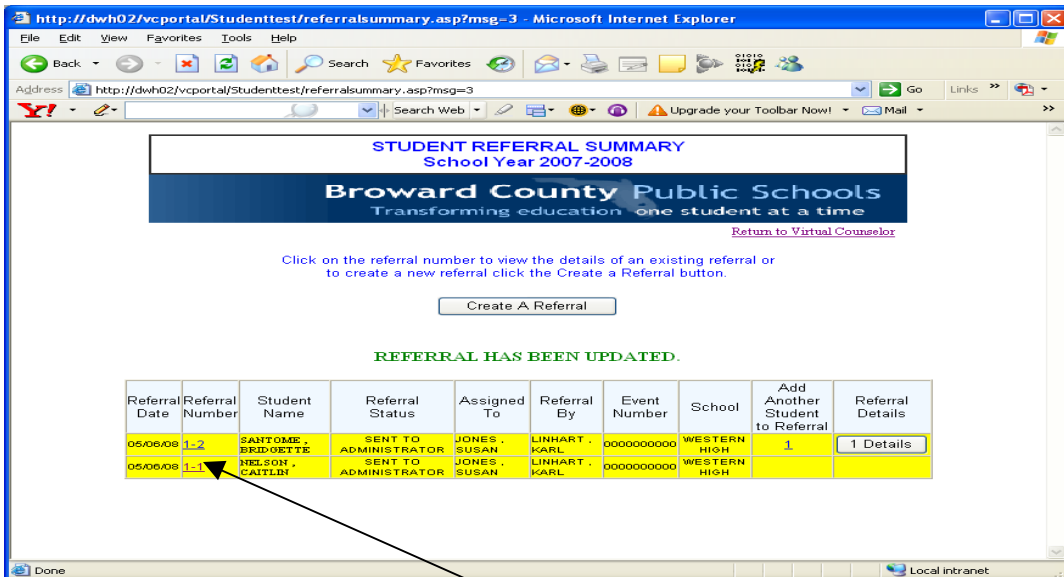
If you need to change the referral or add more information to the referral click the Referral Number.



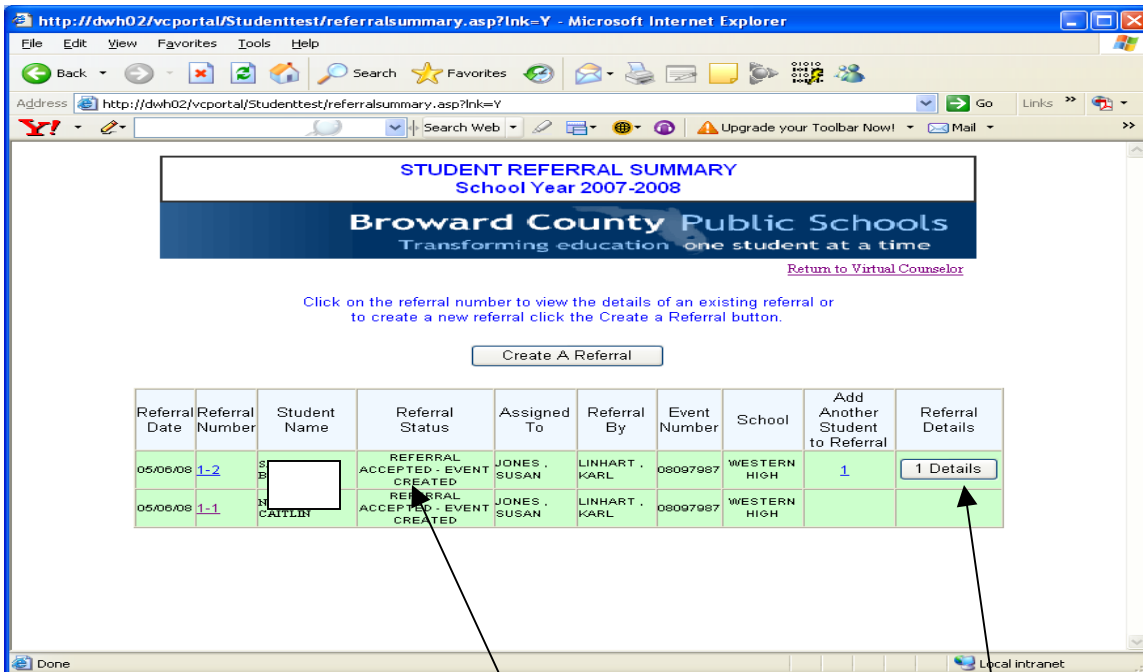
Be sure to press the Update button at the bottom of the screen to update the referral. The administrator will receive your modified referral for their review.



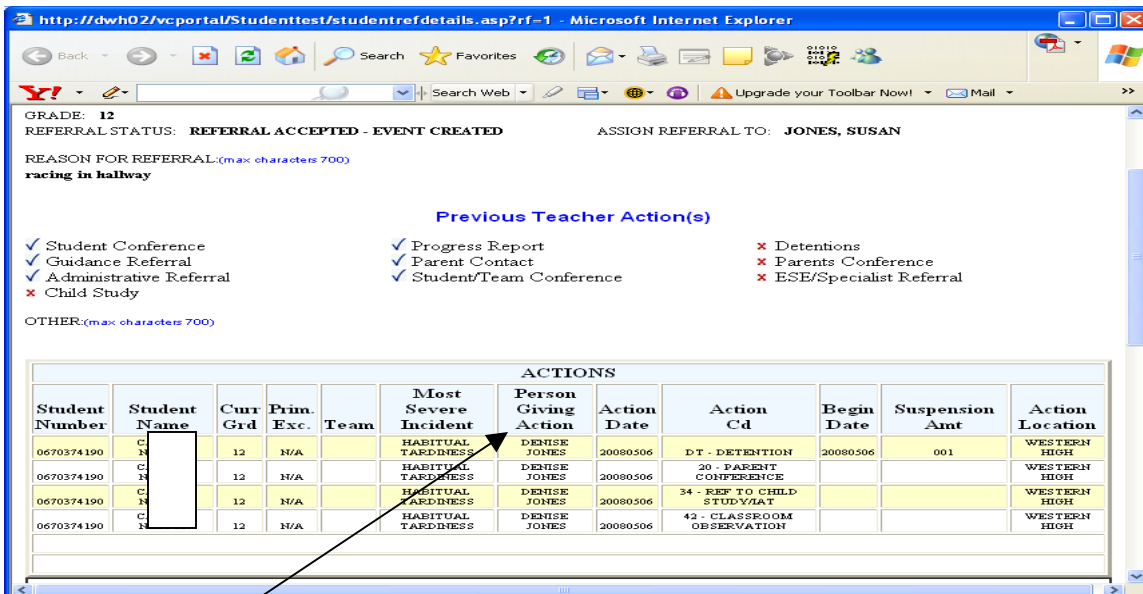
To add another student to a referral click the referral number in the **“Add Another Student to Referral”** column.



If there is more than one student in a referral the referral number will display with a dash and a sub number.



If the administrator accepts the referral and creates a discipline event the referral will turn green and the status of the referral will display **“REFERRAL ACCEPTED – EVENT CREATED”**. The teacher can view the discipline actions given to the student by clicking the **Referral Details** button.



The actions given by the administrator will display at the bottom of the referral.