Using SchoolTool to Input a DASA or Discipline Referral

Log into School Tool and select the student you wish to submit the referral on. You have two options for selecting the student depending on your access rights: 1) Select the student from your class roster or 2) Search for a student using the Discipline tab and then select Discipline Search. Type in the student’s name and then select the Search button.

Option #1

![SchoolTool interface showing Discipline tab and search option]

Option #2

![Baldwinsville Central School District Student Information System screen with Discipline Search highlighted]
Once the student’s information appears on the screen, you will need to **add a referral using the button on the bottom right side of the webpage/screen.**

The **referral** will appear on the screen (see referral below).
The steps to completing a referral are as follow:

1) Identify the **Date of the Incident**, **Time of Incident**, and **Location** of the Incident

2) Select the **Offense** as **DASA Founded Incident** by choosing from the dropdown menu (see insert below). Once you have selected the **DASA Founded Incident**, you need to select the **Type** of DASA and the **Category**. You may also add additional offenses by selecting the button.

The options below will appear once you select DASA Founded Incident

- **Type**:
  - Verbal Threat
  - Physical Contact
  - Cyberbullying
  - Cyberbullying with Threat

- **Category**:
  - Race
  - Religion
  - Sexual Orientation
  - Ethnic Group
  - Religious Practice
  - Sex
  - National Origin
  - Disability
  - Weight
  - Color
  - Gender
  - Other
3) Write a **Description of the Incident**

4) Write the **Reason for Referral**

5) Write the **Previous Action Taken**

6) Write any additional **Comments**

7) Add any **Victims** or Additional **Offenders** by selecting the +.
This screen will appear when you add a *Victim* or *Offender* to the referral.

Select the **Last Name** Search Criteria to find the Victim or additional Offenders (you may also add a faculty name if appropriate). Once you have typed the last name select the **Search** button, check the box next to the student’s name and then select the **Continue** button. The Victim or Offender will be added to the referral.

8) You may **upload** any attachments that are pertinent to the referral (papers, etc.)

9) The final and most important step is to select the ** Save ** button at the top of referral so that it becomes saved (see picture below).