

# Online Referral Instructions



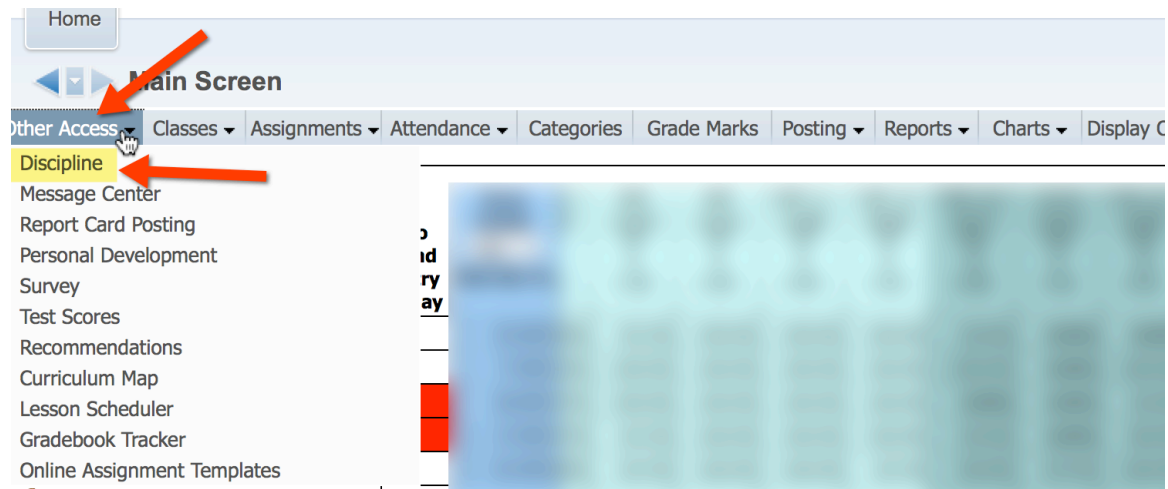
Developmental Research School  
at the University of Florida

In order to submit an online referral:

Skyward > Educator Access Plus > Teacher Access to Discipline (Submit a Referral)

Open Grade Book for desired class.

On menu at top > select OTHER ACCESS > select DISCIPLINE



Then select desired student > click SELECT

On the DISCIPLINE INFO screen you can:

1. Review or follow up discipline referrals **you** have submitted for the student; or
2. Click the ADD button to create and submit a new discipline referral