

Intradistrict Communication

DATE: July 27, 2023

TO: School Administrators
Elementary Administrative Assistants
Secondary Attendance Secretaries
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Enrollment Consultant, Student Services

SUBJECT: Assigning Discipline Officers for New-to-School Students

Each year in August, Information Systems runs a utility to assign students a discipline officer in Skyward. The assignments are made off of assistant principal alphabet assignments reported by each school. In order to be assigned as a discipline officer, an individual must:

1. Be a District-appointed administrator or administrative intern. Individuals completing internship hours through an assignment by Human Resources who have not been officially appointed as an administrative intern by the District should not be assigned as discipline officers.
2. Have the "Discipline Officer" box marked on their individual profile on the school's "Staff" screen.

Schools will receive an email from Lisa Corbett in Information Systems asking for confirmation of their assistant principal alphabet assignments.

After the initial utility has been run, Information Systems cannot easily "mass assign" discipline officers for schools. The utility, if run later in the year, would overwrite any custom assignments made by the school. In order for elements of the discipline process to run in Skyward, however, a discipline officer must be assigned for students who enroll after the utility has been run. This should be done as part of the registration process. An individual with responsibility for entering the student into Skyward should verify that the "Entity Info" screen has an appropriate individual assigned under "Discipline Officer". At the same time, assignments can be made for "Counselor" and "Advisor" (if those fields are in use at the school location).

This process will need to be completed for students who are new to the District and for those who are transferring from another District location. Making this a part of the enrollment process will help ensure that discipline can be reported and processed accurately.

Questions on entering discipline officers may be directed to the help desk in Information Systems at x88737. General questions on recording discipline may be directed to Caleb Olson in Planning & Enrollment at x88251.