

## Adding STA for CSTAG Documentation

1. Login to Skyward.
2. Go to the student profile and find the student.
3. On the side menu expand "Discipline".
4. Select "Offenses" and click "Add".

Web Access

- ▼ Entity
  - Entity Info
- ▼ Categories
  - Entity
- Family
- ▶ Emergency
- Entry/With
- Attendance
- ▼ Scheduling
  - Current
  - Future
- Grades
- ▼ GPA
  - GPA Summary
  - Current
- ▶ Special Prgms
- ▼ Discipline
  - Offenses
  - Victim
  - Demerit Hist

**Offenses**

Views: All Offenses Filters: \*All Offenses

Year	Ent	Date	Time	Inc Nbr	Off	Description	Off/Ref	School	Location	Bus Code
▶ 2019-20	415	03/02/2020	11:45 am	0	CEL	Cell Phone	Offense	415	CLASS	
▶ 2019-20	415	01/29/2020	12:00 am	0	CEL	Cell Phone	Offense	415	CLASS	
▶ 2019-20	415	12/06/2019	2:03 pm	0	TAR	Tardiness	Offense	415		
▶ 2018-19	415	03/18/2019	12:00 am	0	CEL	Cell Phone	Offense	415	CLASS	

20 4 records displayed Date:  ABC

5. Add the offense. Click "Save and Add Action." Add "STA" as the **\*Action:** code in the Action Summary screen and any additional information as needed. Click "Save".

**Action Summary**

\* Action: STA School Threat

Suspension Type: None

\* Ordered Date: 04/05/2023 Wednesday

Return Date:

Total Time: 0.00 Hours

Parent Notified

Services Offered
  Referred to Program
  Alternative Placement
  Hearing Officer Removal
  Physical Restraint
  Seclusion
  Physical Arrest
  Search and Seizure
  Criminal Citation
  Non-Criminal Citation

Other Law Enforcement Activity:

Comments:

Predefined Comments: No Predefined Comments Exist

Create Action Detail Records From The Action Detail Default Values You Have Saved?

Hours Per Day: 1.00 Start Time: 12:00 AM

Only Create Detail Records for School Days

\* Detail Start Date: 04/05/2023 Wednesday Action Detail Location:

\* Detail End Date: 04/05/2023 Wednesday

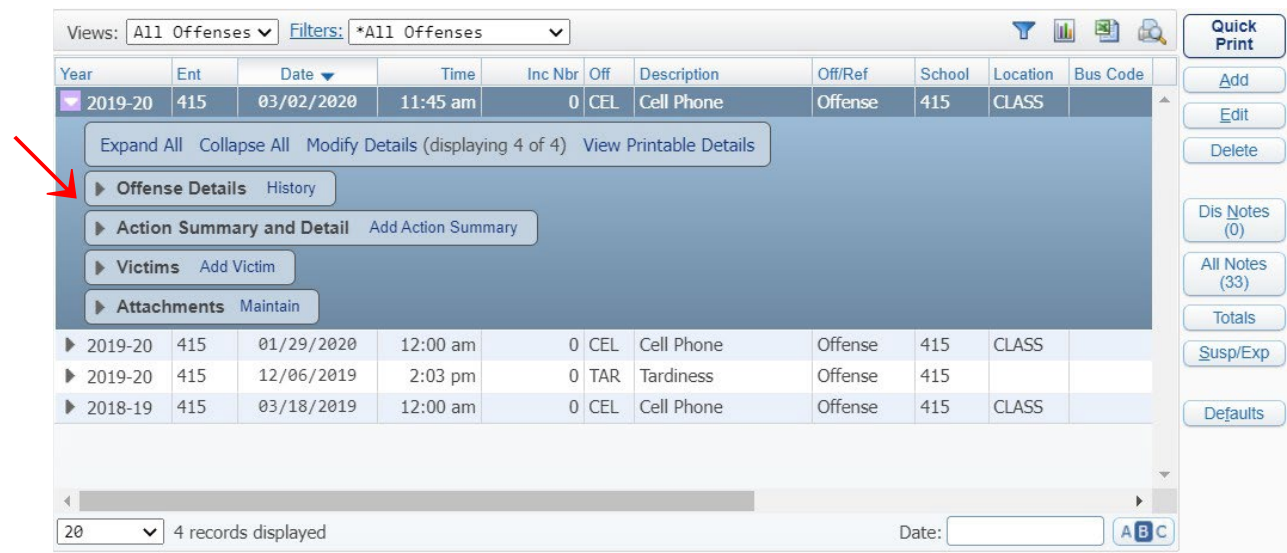
**Action Details**

Date to Serve	Time	Status	Length (Hours)	Time Served	Location	Parent Notified
No Action Detail Records Exist						

Asterisk (\*) denotes a required field

## Add an Action Summary to an Existing Student Offense Record

1. Highlight an existing student offense. Click the arrow to expand the data.
2. Next to Action Summary and Detail, click "Add Action Summary".
3. Enter "STA" as the **\*Action:** code in the Action Summary screen and any additional notes as needed. Click "Save".



The screenshot shows a web application interface for managing student offenses. At the top, there are filters for 'Views: All Offenses' and 'Filters: \*All Offenses'. Below this is a table with columns: Year, Ent, Date, Time, Inc Nbr, Off, Description, Off/Ref, School, Location, and Bus Code. The first row is highlighted in blue and expanded to show a detailed view. A red arrow points to the 'Add Action Summary' button in the 'Action Summary and Detail' section of this expanded view. Other sections include 'Offense Details', 'Victims', and 'Attachments'. On the right side, there are buttons for 'Quick Print', 'Add', 'Edit', 'Delete', 'Dis Notes (0)', 'All Notes (33)', 'Totals', 'Susp/Exp', and 'Defaults'. At the bottom, there is a pagination control showing '20' records per page and '4 records displayed', along with a 'Date:' field and 'A B C' buttons.

Year	Ent	Date	Time	Inc Nbr	Off	Description	Off/Ref	School	Location	Bus Code
2019-20	415	03/02/2020	11:45 am	0	CEL	Cell Phone	Offense	415	CLASS	
2019-20	415	01/29/2020	12:00 am	0	CEL	Cell Phone	Offense	415	CLASS	
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2018-19	415	03/18/2019	12:00 am	0	CEL	Cell Phone	Offense	415	CLASS	

Once the Skyward student data is entered, complete this survey tool:

[https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV\\_6DWy9I5lyXnTGle](https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_6DWy9I5lyXnTGle)