

Disciplinary in eTrackr

ProMonitor






eTrackr

In eTrackr look up the relevant student by selecting **My Students** and searching in the students **Group**.



Click on the **Cause for Concern** icon within the **CFC & Disciplinary** tab then click **New**.

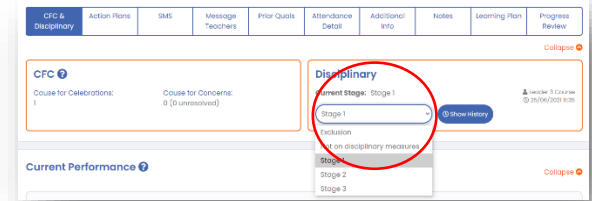
N.B. A Cause for Concern (CFC) will affect the traffic light status. If a Disciplinary is required, then a CFC must also be completed.



Fill out the form and follow normal college process. You can select who you want to **share** this with through eTrackr or if you want it to email a person directly.

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Once you have completed the **Cause for Concern** form you must then go and update the **Disciplinary level** on the students Main Dashboard.



The screenshot displays the eTrackr student dashboard. At the top, there is a navigation bar with tabs: CFC & Disciplinary, Action Plans, SMS, Message Teachers, Prior Quota, Attendance Detail, Additional Info, Notes, Learning Plan, and Progress Review. The 'CFC & Disciplinary' tab is active. Below the navigation bar, there are two main sections. The left section is titled 'CFC' and contains two boxes: 'Cause for Concerns: 1' and 'Cause for Concerns: 0 (0 unresolved)'. The right section is titled 'Disciplinary' and contains a dropdown menu labeled 'Current Stage: Stage 1'. A red circle highlights the dropdown menu, and a red arrow points to the 'Stage 1' option. Below the dropdown menu, there is a 'Show History' button and a 'Download Course' button. Below the 'Disciplinary' section, there is a 'Current Performance' section with a dropdown menu labeled 'Stage 1' and a 'Show History' button. Below the 'Current Performance' section, there is a 'Download Course' button.

A disciplinary must always be accompanied by a cause for concern but a cause for concern doesn't necessarily have to be accompanied by a disciplinary.

