**Creating a Discipline Referral**

1. Log in to Aspen and scroll down to the **Tasks** widget. Click **Initiate**.



1. A new window will appear. **Conduct Referral** and the current date should be inserted by default. Click the button to the left of **Select.** Click **Next**.



1. Select the checkbox next to the name of the student who committed the offense. Click **OK**.



1. The **Student Pick List** will disappear and you will see that you have selected one student to refer. Click **Next**.



1. In the next window make sure the **Incident date** and **Incident time** are correct. Click the **Incident code** pop-up and you can see what each code means by hovering over it with the mouse pointer.



1. Choose the **Incident location** from the pop up menu.



1. If there is a victim, click on the magnifier icon and choose the victim the same way you chose the offender. Type a description of the incident in the **Incident description** field. Click **Next**.



1. On the last screen click **Finish**. You’re done!