

## Instructions for Responding to Online Office Discipline Referrals (ODR)

The principal is responsible for assigning responder responsibilities to staff members in the online ODR system. A responder is an administrator or designee(s) who is responsible for disciplinary action and follow up under the supervision of the principal.

1. Type <https://odr.lausd.net> into the URL.
2. Press “Enter” or “Return.”
3. Login to MyData-Office Discipline Referral using your Single Sign-On username and password.
4. Click on the “Referral Queue.” [The referral queue lists students who are awaiting follow up action by a responder. The responder amends the referral by designating an administrative decision(s) and follow up action(s).]
5. Review the list of names and locate the student for whom you will be making an administrative decision.
6. Locate the appropriate student from the list of names.
7. Click on the person icon in the “Action” column to review the referral and complete the administrative decision section.
  - a. Click on the “Office Discipline Referral Entry” tab to review the referral details.
  - b. After review, click on the “Administrative” tab. The student information automatically populates to the administrative page.
  - c. Fill in the “Administrative Decision” field by making a selection from the drop down menu.
  - d. If applicable, enter a length of consequence as noted by the asterisk from the menu.
  - e. Click on "Add Administrative Decision."
  - f. To enter additional “Administrative Decisions,” repeat steps c and d from above for each additional item.
  - g. If the student has had multiple referrals, complete the box on the right by clicking on one or more of the choices.
  - h. Enter additional information in the “Summarize Student Debrief/Recommendation” field.
  - i. Review the referral to ensure that it is complete and accurate. It is important to ensure the information is accurate. Once the information is submitted it can only be amended by the principal.
  - j. Scroll down and click “Submit.”
8. Upon submission, the referral is removed from the “Referral Queue.”
9. Click on the “Return to Main Menu” link.
10. From the Main Menu, click on the “Search Referrals” link.
11. Locate the referral that was completed and click on the PDF icon associated with this referral.
12. Print a hard copy of the completed referral and provide the copy to the referring staff member.
13. When finished using the ODR system, log out by clicking on the lock icon located on the top right of the screen.