

## Using Email Notification in Discipline

To setup email notification from Discipline, you first need to enable this feature on the setup screen of discipline as shown below. The option to enable is “Use Email”.

**Options For District Reporting System**

**School Information**

Adult Education 014

District: 059 School Year: 0506

**Administrators**

1 Mr. Principal 2

3 4

5 6

**Options**

Use JPED

Use JHealth

Use Email

Use Call System

**Staff Location**

Use Master Schedule

Use JStaff

Use HR System

ENTER DISCIPLINE QUIT DISCIPLINE

What this does is show a window every time you save a referral. This window contains the email addresses and options for sending emails, but will only send emails if the criteria you have selected is met.

Here is the window:

**Email Addresses**

Edited Discipline Record Saved.

A record can be sent using your SMTP server: smtp.districtsb.edu

through your email: myemail@districtsb.edu

to Child Welfare Office: welfare@districtsb.edu

Special Ed Supervisor: sped@districtsb.edu

and/or:

504 Supervisor: 504@districtsb.edu

Other:

Send:  ISS  OSS  Expulsions

Okay Cancel

Description of fields:

“A record can be sent using your SMTP server:”

*This is your mail server's address. This is required.*

“through your email”

*This is your email address, so we can provide who the email is from. This is required.*

“to Child Welfare Office”

*This is the email address of your child welfare office. This is optional. They will receive all emails generated by the system if this is filled in.*

“Special Ed Supervisor” and “and/or”

*This is the email addresses of your special education department. This is optional. They will receive emails generated by the system for special ed students only (where either the SPED or StuMaster button is red).*

“504 Supervisor”

*This is the email address of your 504 Supervisor. This is optional. They will only receive emails for students marked as a 504 in the Student Master.*

“Other”

*This is the email address of anyone else you wish to receive email notifications. This is optional. This is like the Child Welfare Office field in which they will receive all email notifications generated by the system.*

“Send: ISS OSS Expulsions”

*These checkboxes determine if emails are generated for particular events only. If none of the boxes are checked, emails are sent for all referrals. If ISS, OSS, or Expulsions are checked, emails are generated only for these types of referrals respectively.*

“Okay” “Cancel”

*Pressing Okay will generate and send an email if one is required to be sent by matching any of the information above. Cancel will not send emails and will close this window.*