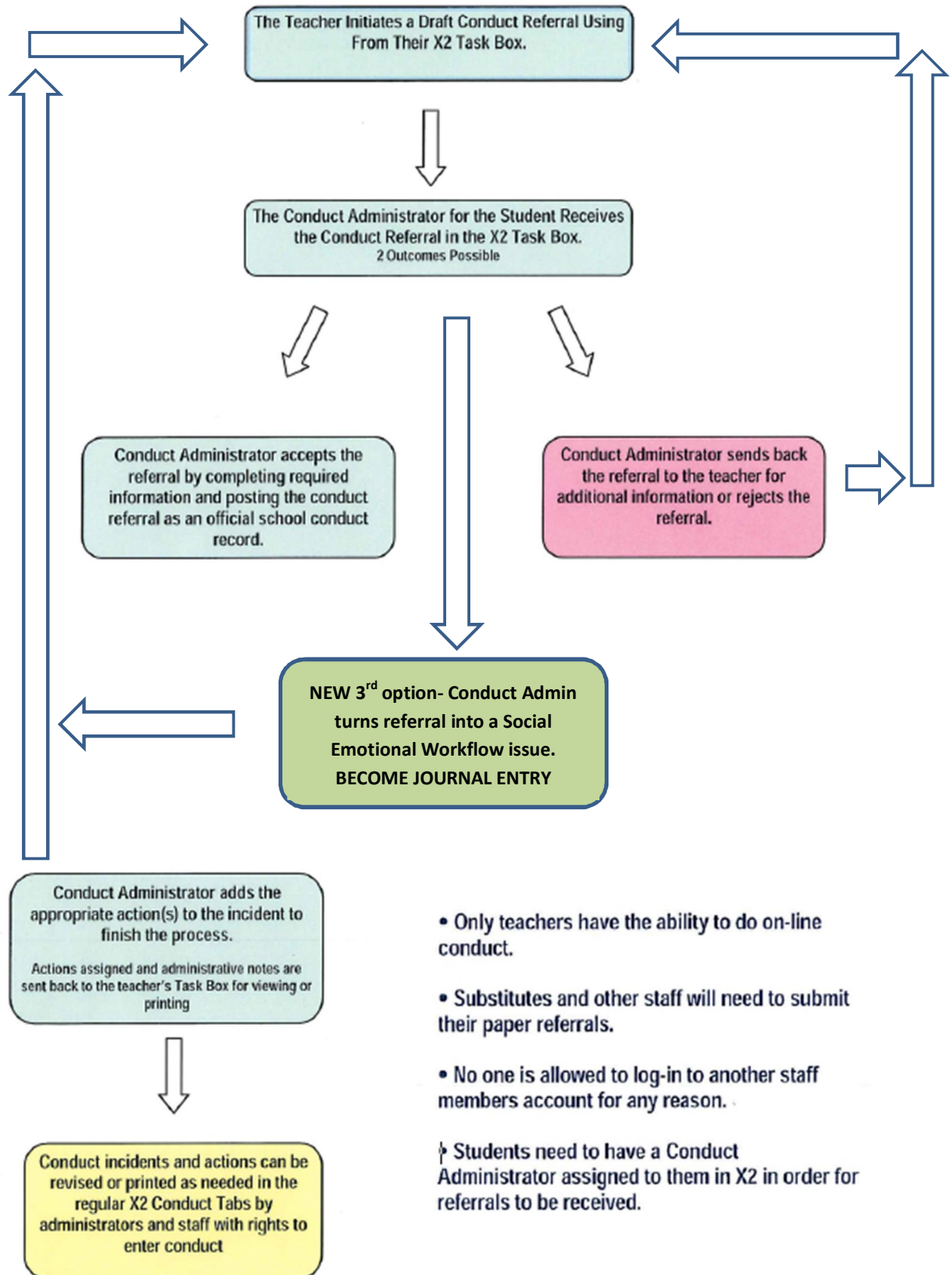


# ASPEN ON-LINE CONDUCT WORKFLOW



- Only teachers have the ability to do on-line conduct.
- Substitutes and other staff will need to submit their paper referrals.
- No one is allowed to log-in to another staff members account for any reason.
- Students need to have a Conduct Administrator assigned to them in X2 in order for referrals to be received.