

Protocol for Receiving Sanctions (Admin/Hearing Officer)

Last Updated: 04/03/2018

Step One: Accept the Document(s)

- Confirm that the student's document(s) is/are original
 - If yes, ask if they would like you to make a copy of the document
 - Accept the document(s) and redact any Social Security Numbers and/or UGA ID number (if applicable)

Upload and Save

- Upload document in "Documents" in the child case

Step Three: Notify Hearing Officer

- Create a new email
 - Title the email: Sanction Received (Student's first & last name)
 - In the body of the email, include the following:
 - Student Name
 - Case Number
 - Documents placed in Advocate (i.e. Reflection Paper received 7/15/18)
 - Send email to Hearing Officer