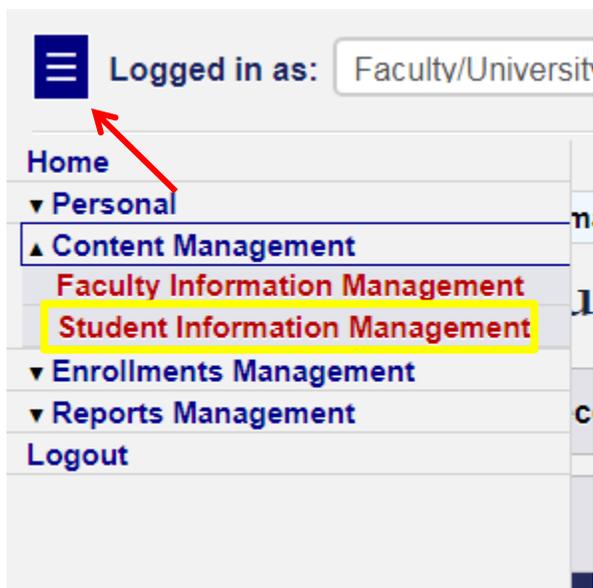


# How to Report a Disposition Committee Outcome in the Assessment System

In the School of Education’s Assessment System, **coordinators** will need to submit the outcome of a disposition committee meeting. After receiving notification via email that a teacher candidate has received a second disposition, the coordinator will need to call a meeting. Coordinators **will not use the assessment system** to set up the meeting with the candidate. Only after the meeting takes place will the coordinator use the assessment system to document the outcome of the meeting. After the outcome of the meeting has been documented, the candidate will need to go into the assessment system and sign the report of the outcome.

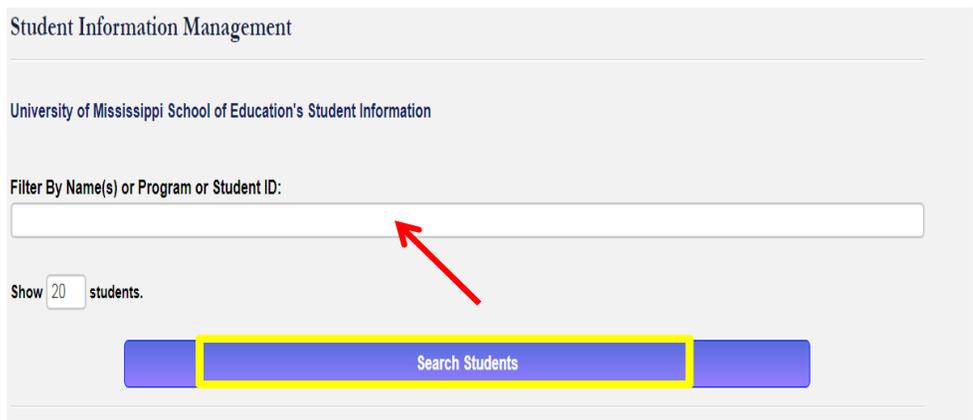
Follow the steps below to successfully report a disposition committee outcome:



Click the Navigation Menu button (the blue square) after logging in.

Then, click “Content Management.”

Next, click “Student Information Management” from the drop down menu.



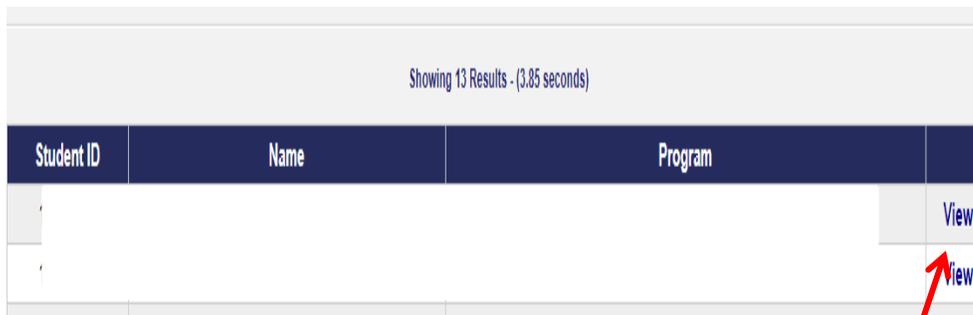
The “Student Information Management” page will open.

To search for a candidate, type their name or student ID number into the white bar.

Next, click the purple “Search Students” button.

The results will generate below the “Search Students” button.

After finding the candidate’s name, click “View” on the right.



Student Information for [redacted]

Student Demographic Information

Name	[redacted]
Gender	[redacted]
Race	[redacted]
Age	[redacted]
Email	[redacted]

The "Student Information" overview page will open.

Scroll down the page until the heading "Disposition Committee Meetings." Any previously reported outcomes will be listed.

Next, click the yellow "Report Disposition Committee Outcome" button.

Disposition Committee Meetings

Opened Date	Closed Date		
No Disposition Committee Meeting Information Available			

[Report Disposition Committee Outcome](#)

Disposition Infraction Meeting

Disposition Infraction Meeting for: [redacted]

The "Disposition Infraction Meeting" page will open.

### Disposition Committee Decision Meeting

Meeting Outcome

[redacted]

Would you like to mark this disposition infraction process as closed?

[Submit](#)

Scroll down the page until you see the heading "Disposition Committee Decision Meeting."

Under "Meeting Outcome," use the drop down menu to select either "Immediate Dismissal from Program" or "Continue in program with conditions" as the meeting outcome.

Use the large text box below "Meeting Outcome" to document specific details regarding the outcome of the meeting.

Check the box next to "Would you like to mark this disposition infraction process as closed?" if you would like to close the disposition infraction process for the candidate.

Click "Submit" at the bottom of the page to report the disposition committee outcome.