

Discipline Record Entry for State Reporting

This document covers data entry for Suspension and Expulsion data that will be reported to the State at each General Collection.

Overview:

- Enter Offense
- Enter Action Summary
- Complete Action Detail – this is the area which is pulled for the State.

Bring up the appropriate student:

Students/Student Profile/Discipline/Offenses (WS/ST/TB/DI) – Click on Add

The screenshot shows the 'Discipline Tab' interface. The left sidebar has a 'Discipline' menu item highlighted. The main area shows the 'Offenses' section with a table of offenses. The 'Add' button is highlighted with a green box. The table has columns for Year, Ent, Date, Time, Inc Nbr, Off, Description, Off/Ref, School, Location, and Bus Code. The current view is set to 'All Offenses' and 'Filters: * Current Year Only'. The message 'There are no records to display; check your filter settings.' is shown in the table area.

Complete the fields in the Offense area. Click on Save and Add Action

The screenshot shows the 'Offense' entry form. The 'Student' section is filled with 'PA [redacted] th', 'Grade: 12', and 'Student Type: R'. The 'Entity' is '418 Marysville High School'. The 'Offense' section is filled with 'Offense/Referral: Offense', 'Incident: New Incident', '* Offense: D24 Disruptive Beha', '* School: 418 Marysville High School', 'Location: ON SG On Schl Grounds', '* Offense Date: 05/31/2016 Tuesday', 'Offense Time: 12:00 AM', and 'Parent Notified' (unchecked). The 'Referred By' section is filled with 'Referred By: Staff' and 'Staff: [redacted]'. The 'Comments' section is empty. The 'Save and Add Action' button is highlighted with a green box. A tooltip message says 'Predefined Comments allow you to select a comment to insert into the Comment box'.

Complete Required fields: **Action, Ordered Date, Total Time** (for Suspension and Expulsion codes this **must** be reported as **Days**), **MSDS Primary Follow Up Type, MSDS Action Type**.

Check the box to Create Action Detail Records From The Action Detail Default Values You Have Saved

Check the box to Only Create Detail Records for School Days – Enter the Start and End Dates of the action.

The information for State Reporting will pull from Action Details – This area MUST be completed for the information to be reported to the State.

Student: PA [redacted] h
Entity: 418 | Marysville High School

Action Summary

* Action: SU - Out Schl Suspen Action Status: Open
Suspension Type: Out of School School: 418 | Marysville High School
* Ordered Date: 05/31/2016 Tuesday School Year: 2015-16
Return Date: 06/02/2016 Thursday Diff. Reason: [redacted]
Total Time: 1.00 Days Days Served: 0.00
 Parent Notified Follow Up Officer: [redacted]
MSDS Primary Follow Up Type: 25 - No education services provided Authorized By: [redacted]
MSDS Action Type: 2 - Out-of-School Suspension Permanent Expulsion

Predefined Comments: No Predefined Comments Exist Insert

Create Action Detail Records From The Action Detail Default Values You Have Saved?
 Only Create Detail Records for School Days
* Detail Start Date: 06/01/2016 Wednesday Action Detail Location: [redacted]
* Detail End Date: 06/01/2016 Wednesday

Action Details							
	Date to Serve	Time	Status	Length	Time Served	Location	Parent Notified
Edit	06/01/2016	3:36 PM	Open	1.00	0.00		No

Asterisk (*) denotes a required field

For an Expulsion or Suspension record you will get the following message. Click Yes to automatically add the suspension/expulsion information to the student's attendance record.

Create Attendance Records

The system has been setup to create attendance records from the suspension/expulsion information entered.

Would you like to create the attendance records now?

Attendance will be created for the dates:
02/20/2018 through 02/20/2018 excluding non-school days.
This date range is based on the Ordered Date entered and the Total Time entered for the Action Summary.

Yes No Cancel