

Midland Independent School District

ELEVATE DATA QUALITY GUIDE

2022-2023 STUDENT INFORMATION SYSTEMS DEPARTMENT



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Elevate helps campuses monitor their data. Skyward data is imported into Elevate nightly to check for data errors.

LOGIN TO ELEVATE

To login to Elevate for the first time, follow these steps:

- 1. Go to the Elevate Data Quality homepage by clicking <u>here</u>.
- 2. Click Forgot Password.

ELEVATE Data Quality	
ser Name: Forgot assword: Forgot Login	rour User Name? rour Password? Welcome to Elevate Data Quality
Announcements	Support Contact Information Have a question or need assistance? End Users Please contact your district's Elevate Data Quality coordinator. District Elevate Data Quality Coordinators Please contact Data Instructure Support Email: data-quality-support@instructure.com Phone: (855) 766-9916 ext3 Elevate Data Quality Rule Requests Request rules for the Elevate Data Quality Rule Library by emailing data-quality-support@instructure.com. Status • The Elevate Data Quality Rule Library is available. • The Elevate Data Quality Rule Library for TSDS files is available.

3. In the User Name field, enter your MISD email and then click Submit.



4. You will receive an email with your temporary password. If you don't receive an email, check your Spam folder.



REVIEW EMAIL NOTIFICATIONS

Email notifications will be sent weekly, which will include the **Data Certification Scorecard** and a list of data alerts and/or violations.

The Elevate Validation Results email will include the following:

- 1. The **Email Subject** will identify the scorecard.
- 2. To view this scorecard in Elevate, click the link.
- 3. Severity Level Summary displays the number of errors by severity level.
- 4. The table includes the violations for each rule with the severity level. Rules with severity level 1 will appear in red.

Elevate Data Quality morephygelevate dataquality instructure combonies to me with the me with t	1 Elevate Data	Quality Alerts - MIDLAND ISD - Disciplir	ne Action Alerts * District 🕒	xternal > Inbox x			0	Ø
Dear Claudine Bishop Vour Elevate Data Quality "Discipline Action Alerts - District Admin Review" alerts are shown below. Elevate Data Quality Alerts are tallies, reports, or sometimes early warning indicators and do not represent errors in the data. They may be used to monitor specific criteria over time and can alert users to trends in their do They may warrant that some action be taken, but don't usually require a change to any data in the student information system. Please click <u>HERE</u> to view the scorecard and detailed results. Defa Certification Scorecard Scorecard Summary Observation(s) Run On: 09/18/2022 11:08 pm Included Run(s): 00/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/18/2002 10/18/2002 10/18/18/2002 10/18/2002 10/18/2002 10/18/18/2002 10/18/200	Elevate Data Qualit	Y <noreply@elevate-dataquality.instructure.com></noreply@elevate-dataquality.instructure.com>			Sep 18, 2022, 11:05 PM (3 d	lays ago) 🛛 🖌	4	:
Vour Elevate Data Quality "Discipline Action Alerts - District Admin Review" alerts are shown below. Elevate Data Quality "Discipline Action Alerts - District Admin Review" alerts are shown below. Elevate Data Quality Alerts are tallies, reports, or sometimes early warning indicators and do not represent errors in the data. They may be used to monitor specific criteria over time and can alert users to trends in their data. They may warrant that some action be taken, but don't usually require a change to any data in the student information system. Please click <u>HERE</u> to view the scorecard and detailed results. Data Certification Scorecard Oscorecard Summary Osservity Level Osmanary Osservity Level Osmanary Osservity Level Mumber of Records 1 Fatal 3 2 0 3 Warning 1 4 0 5 Eventivy Run Por: Disc 050-0500 - (PBM Alert) Unauthorized Expulsion - Students Age 10 and Older: Students who have been Expelled from their regular education setting for an Unauthorized Disciplinary Action Date is beyond 30 days of incident Date. 1 Disc 050-0500 - (PBM Alert) Unauthorized Expulsion - Students Age 10 and Older: Students who have been Expelled from their regular education setting for an Unauthorized Disciplinary Action Date is beyond 30 days of incident Date. 1 2 3 3 4 4 4 5 5 5 5 5 5 5 5 5 5	Dear Claudine Bisho	p						
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Severity Rule Number of Records 1 DISC 050-0580 - (PBM Alert) Unauthorized Expulsion - Students Age 10 and Older: Students who have been Expelled from their regular education setting for an Unauthorized Disciplinary Reason. 3 3 DISC 050-0070 - (Alert) Disciplinary Action Date is beyond 30 days of Incident Date. 1 5 DISC 050-0380 - (Alert) Total YTD expulsion days district-wide (district). 1				5		448		
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1 DISC 050-0580 - (PBM Alert) Unauthorized Expulsion - Students Age 10 and Older: Students who have been Expelled from their regular education setting for an Unauthorized Disciplinary Reason. 3 3 DISC 050-0070 - (Alert) Disciplinary Action Date is beyond 30 days of Incident Date. 1 5 DISC 050-0380 - (Alert) Total YTD expulsion days district-wide (district). 1	Seventy						Record	
3 DISC 050-0070 - (Alert) Disciplinary Action Date is beyond 30 days of Incident Date. 1 5 DISC 050-0380 - (Alert) Total YTD expulsion days district-wide (district). 1	1	DISC 050-0580 - (PBM Alert) Unauthorized Expulsion - Students Ag	je 10 and Older: Students who have been Expelled fi	rom their regular education	setting for an Unauthorized Disciplinary	y Reason.	3	
5 DISC 050-0380 - (Alert) Total YTD expulsion days district-wide (district). 1	3	DISC 050-0070 - (Alert) Disciplinary Action Date is beyond 30 days	of Incident Date.				1	
	5	DISC 050-0380 - (Alert) Total YTD expulsion days district-wide (dist	trict).				1	





NAVIGATE ELEVATE SCORECARD

To view a scorecard in Elevate, do the following:

1. In Elevate, click **Reporting>Scorecard.** *Reminder: The scorecard may also be assessed from the email notification.*



2. In the **Observation** dropdown, select the scorecard to view and then click **View Current Scorecard**.

\bigcirc	ELEVATE Data Quality
User: claudi	ne.bishop@midlandisd.net Project: Elevate Data Quality Rule Library (v5.1.0) V
Scoreca	rd Options
Observati	on: <select></select>
View Curre	ent Sc Attendance Alerts - District Admin Review Courses and Credits Validations - District Admin Review Disadvantaged Status Validations - District Admin Review Discipline Action Alerts - District Admin Review Discipline Action Alerts - District Admin Review
Site Map	English Language Learner Validations - School Enrollment Alerts - District Admin Review FRPM Program Validations - District Admin Review Graduation Readiness - District Admin Review Special Program Validations - School Student Data Validations - District Admin Review Student Data Validations - School

3. The Data Certification Scorecard will be displayed.



4. To drilldown and view the records for a specific rule, select the Number of Violations.

0	ELEVATE Data Quality	Home Reporting Tools	Help Logout			
User: clau	dine.bishop@midlandisd.net Project: Elevate Data Quality Rule Library (v5.1.0) 🗸					
		3 Data Certification Scorecard				
	Scorecard Summary	Data Certification Score = 67		Severity Level Sun	ımary	
Obser Obser Scored	vation Name: Discipline Validations - District Admin Review vation Run(s): 91/8/2022 11:58:25 PM card Description: Discipline Validations - District, Midland ISD, MIDLAND ISD, Skyward, Texas	40 60 40 5 0 - 8	Severity Level 1 2 3 4 5	Severity Description Fatal Special Warning Warning	TOTAL:	Number of 379 3 582 0 0 964
Group By	Severity v and then by: <pre>select> v</pre> View Scorecard Download Scorecard			4		
Severity	Rule			•	Number of Violations	Percentage of Records
1	DISC 050-0040 - If there is not a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline	must be the same,			<u>241</u>	<u>15.76</u>
	DISC 050-0050 - If there is a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline mu	st be different.			1	<u>0.07</u>
	DISC 050-0150 - If Action Code is 01, 05, 25, 27, 28, 29, or 50, the Assignment Building should be blank.				<u>111</u>	<u>7.26</u>
	DISC 050-0155 - If Action Code is 02-04, 06-08, 10, 12, 13, 26, 51-55, 57, 59, or 60, the Assignment Building is requ	ired.			1	<u>0.07</u>
	DISC 050-0210 - A mandatory placement action is required for DAEP incidents.				<u>15</u>	<u>1.00</u>
	DISC 050-0230 - The disciplinary action taken must be valid for the type of discipline incident.				3	0.20
	DISC 050 0550 A student connect to consisted with Two of the Pares Artises for a Cinete Insident				2	15.79
	DISC 050-050 - A student cannot be reported what 140 01 the Same Actions for a Single incident.	artial day out of school suspansion or partial day in school suspansion unless the reason for	the disciplinant removal is 'nermanent ren	wal from class by a teacher	2	0.13
2	DISC 050-0140 - A Partial Day Suspension may not be greater than 1 day	nnen wer, wei er evinen ausperiant er perier wer internen ausperiaren einess mentessen.	and wadgemany removal to perillation rem	internet upoo by a teauler.	2	0.13
	DISC 050-0680 - Homeless Students should not receive an out-of-school suspension unless they are being disciplin	ed for Reason Codes 04, 05, 11, 12, 14, 27, 28, 29, 30, 31, or 32			1	0.07

REVIEW DATA VIOLATIONS

To view the Data Certification Results table, navigate to the scorecard and do the following:

1. Select the **Number of Violations** next to the rule.

Severity	Rule	Number of Violations	Percentage of Records
1	DISC 050-0040 - If there is not a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline must be the same,	<u>241</u>	<u>15.76</u>
	DISC 050-0050 - If there is a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline must be different.	1	<u>0.07</u>
	DISC 050-0150 - If Action Code is 01, 05, 25, 27, 28, 29, or 50, the Assignment Building should be blank.	<u>111</u>	<u>7.26</u>
	DISC 050-0155 - If Action Code is 02-04, 06-08, 10, 12, 13, 26, 51-55, 57, 59, or 60, the Assignment Building is required.	1	<u>0.07</u>
	DISC 050-0210 - A mandatory placement action is required for DAEP incidents.	<u>15</u>	<u>1.00</u>
	DISC 050-0230 - The disciplinary action taken must be valid for the type of discipline incident.	<u>3</u>	<u>0.20</u>
	DISC 050-0301 - Each Discipline Incident should occur on a single date.	<u>3</u>	<u>15.79</u>
	DISC 050-0650 - A student cannot be reported with Two of the Same Actions for a Single Incident.	2	<u>0.13</u>
	DISC 050-0660 - A student should not have more than One Day of Disciplinary Removal Assigned or Served for a partial day out-of-school sust	2	<u>0.13</u>
2	DISC 050-0140 - A Partial Day Suspension may not be greater than 1 day.	2	<u>0.13</u>

2. The Data Certification Results table will display with the detail list of records that violate this rule.



- 3. The **More Info** button will provide additional information about the rule. *Note: Instructions on how to correct the rule will be uploaded here at a later date.*
- 4. To view this data in Excel, click **Download Result Table**.
- 5. To summarize specific information in the results table, check the box to select one or more columns and then click **Run Frequency Distribution**.
- 6. Click on any of the **column headers** to sort.

Rule: DISC 050	0210 - A mandato	ry placement	action is required	for DAEP incidents.					
Summary: 15 ro	vs failed (1.00%) out of 1	,506 total.							
More Info									
more mon									
Download Result Tabl	e								
Select column(s) belo	ow and then:								
Run Frequency Distr	ibution								
		INCIDENT ID	INCIDENT CODE	INCIDENT CODE DESCRIPTION	SCHOOL_ID	School_Name	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NA
SCHOOL_YEAR									
2023	08/10/2022	70	04						
2023 2023	08/10/2022 08/22/2022	70 382	04 04						
2023 2023 2023	08/10/2022 08/22/2022 08/22/2022	70 382 669	04 04 26						
2023 2023 2023 2023 2023	08/10/2022 08/22/2022 08/22/2022 09/01/2022	70 382 669 926	04 04 26 27						
2023 2023 2023 2023 2023 2023 2023	08/10/2022 08/22/2022 08/22/2022 09/01/2022 09/06/2022	70 382 669 926 1115	26 27 27						
2023 2023 2023 2023 2023 2023 2023 2023	08/10/2022 08/22/2022 08/22/2022 09/01/2022 09/06/2022 09/07/2022	70 382 669 926 1115 1206	04 04 26 27 27 04						
2023 2023 2023 2023 2023 2023 2023 2023	08/10/2022 08/22/2022 08/22/2022 09/01/2022 09/01/2022 09/07/2022 09/07/2022	70 382 669 926 1115 1206 1536	04 04 26 27 27 04 28						

CORRECTING DATA VIOLATIONS IN SKYWARD

Discipline

To update the errors found in the **Data Certification Results** table, please follow the appropriate steps based on the rule number (i.e. DISC 050-0020).

Rule: DISC 050-0020. Disciplinary Action Date must be on a day school is open. – Explanation: All disciplinary action dates must be on an <u>actual school day.</u>

Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

1	A	B	С	D	E	F	G	Н	I	J	K	L	М
1	SCHOOL_YEAR	INCIDENT_ID	SCHOOL_ID	SCHOOL_NAME	GRADE_LEVEL_CODE	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	ACTION_CODE	ACTION_CODE_DESCRIPTION	ACTION_DATE A
2	202	1 526											10/28/2020
3	202	1 548											10/27/2020
4	202	1 549											10/27/2020

• **INCIDENT_ID** – This is the discipline incident number assigned to each disciplinary offense record.



- **SCHOOL_ID** This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- ACTION_DATE- This is the date on which the disciplinary assignment was ordered.

To fix this error, update the **Ordered Date** in Skyward to a school day.

Birth Hist	Student:	ff Edit Action Summary - Entity 000 - WS\ST\TB\DI\DI - 11299 - 05:20.10.00.08 - Google Chrome	- 0	×
Vehicles		skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtx/sdiscedit007.w?vWhereFrom=sdiscbrws001.w&vDetailList=D)etails&isPopup=true	
Web Access	Grad Ye. Customi:	Edit Action Summary		þ ?
Wellness Screening	Other ID:	Student	4	<u>S</u> ave
Entity Entity Info Obligations	Offenses PRIOR YEAR DI	S Disciplinary Action Number: Action Summary Entered: 11/29/	1 /2020 8:15 am	Dack
Scheduling Current Future	Year* Ent ▼ E ▼ 2020-21 11/1 Expand All_Collapse All	Action Summary * Action: * Action: ©C * Suspension Type: In School:		
Entry/With	Offense Details Hist	3 Ordered Date: 11/29/2020 Sunday School Year: 2020-21 V * Return Date: Image: Compared Diff. Reason: V V		
Grades	Action Summary and	Total Time: 1.00 Days Days Served: 1.00 Devcet Notified Follow In Office:		
Attendance	► Edit Delete Histor	Authorized By:		
Emergency	Victims Add Victim Witnesses Add Wi	Comments		
	► Attachments Maintair	Maximum characters: 5000, Remaining characters: 4960 Predefined Comments: No. Predefined Comments: Exist		

Rule: DISC 050-0030. Disciplinary Action Start Date must be on a day school is open. – Explanation: All disciplinary action dates must be on an <u>actual school day.</u>

Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

	A	В	с	D	E	F	G	н	I	J	к	L
1	INCIDENT_	ID SCHOOL_ID	SCHOOL_NAME	GRADE_LEVEL_CODE	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	ACTION_CODE	ACTION_CODE_DESCRIPTION	ACTION_FROM_DATE
2												x
3												x

- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- SCHOOL ID This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- ACTION_FROM_DATE- This is the date on which the disciplinary assignment was ordered.

To fix this error, update the **Ordered Date** in Skyward to a school day.



Rith Hist				
School Path	Student:	<pre>sff Edit Action Summary - Entity 000 - WS\SI\IB\DI\DI - 11299 - 05.20.10.00.08 - Google Chrome</pre>	-	
Vehicles	Crad Va	skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtx/sdiscedit007.w?vWhereFrom=sdiscbrws001.w&vDetailList=	Details&isPopup=ti	rue
Web Access Change Hist	Customi:	Edit Action Summary		00
Wellness Screening	Other ID:	Student	4	Save
Entity Entity Info	Offenses PRIOR YEAR DI	Disciplinary Action Number: Action Summary Entered: 11/7	1 9/2020 8:15 am	Back
Obligations	Views: All Offenses 🗸			
▼ Scheduling	Year* Ent 🕶 D	Action Summary		
Current	▼ 2020-21 11/1	Action: 06 V ISS 1 OR + DAYS V Action Status: Served V		
Future	Expand All Collapse All	Suspension Type: In School School:		
Entry/With	► Offense Details Histo	Ordered Date: 11/29/2020 School Year: 2020-21 V		
Grades	- Action Summary and			
▶ GPA	The summary and	Darant Notifiad Follow Un Officer		
Attendance	Edit Delete Histor	Authorized By:		
Family		Inconsistent with Code of Conduct?		
 Emergency 	Victims Add Victim	Comments		
Emer Info	Witnesses Add Witne	Maximum characters: 5000. Remaining characters: 4960	1	
	Attachments Maintain			

Rule: DISC 050-0040. If there is not a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline must be the same. – Explanation: If the student served the placement, but not the Total Time, be sure the Action Status is Served and update the Days Served to the actual number of days the student served the placement. You will also need to enter a Diff Reason indicating why the student did not serve the entire placement (i.e. withdrew from school).

If the student served the **Total Time**, be sure the **Action Status** is **Served** and the **Days Served** matches the **Total Time** and the **Diff Reason** field is blank.

Below is a sample of the report and a description of the columns (highlighted in yellow) to review.



- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- **SCHOOL_ID** This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- **INCIDENT_CODE** This is the reason the student was subject to a disciplinary action.
- ACTION_CODE This is the disciplinary action taken for the student.
- **DISCIPLINE_ACTUAL_DAYS** This is the actual length in days of the disciplinary assignment the student completed.
- DISCIPLINE_ASSIGNED_DAYS This is the official length in days of the student's disciplinary assignment.
- **DISCIPLINE_DIFF_REASON_CODE** This is the reason for the difference, if any, between the official and actual lengths of the student's disciplinary assignment.

To fix this error, you have 2 choices:



- A. If the student did <u>not</u> serve all days and the **Total Time** and **Days Served** is correct:
 - 1. Leave the **Total Time** and **Days Served** as is.
 - 2. Select **Served** from the drop down box next **Action Status**.
 - 3. Enter a **Difference Reason** code to indicate why the student did <u>not</u> serve all days and click **Save**.

Home 👻 Students F	Families Staff Student Food Office Ad	ministration Educator Advanced Federal/State Custom Access Plus Features Reporting Reports	
Discipline	Tab 🈭	117 Edit Action Summary - Entity 044 - WS\ST\TB\DI\DI - 11299 - 05.21.06.00.05 - Google Chrome -	
Web Access	Student: I	skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtrntx/sdiscedit007.w?vWhereFrom=sdiscbrws001.w&vDetailList=Details&isPopu	p=true
Wellness Screening	Grad Yea	Edit Action Summary	1 🔿 ?
▼ Entity	Customiz	Student	Save
Entity Info	Other ID:	Student: Disciplinary Action Number: 6	Back
Scheduling	Offenses	Entity: Action Summary Entered: 08/04/2021 1:06 pm	
Current	Views: All Offenses V Filters: * Current Y	Action Summary	
Future	Year* Date - Time	Action: 05 VOSS 1-3 FULL DA	
Entry/With		Suspension Type: Out of School School:	
Grades	Expand All Collapse All Modify Details (disp	* Ordered Date: 109/04/2021 Wednesday	
▼ GPA			
GPA Summary Current	Offense Description:	Parent Notified	
Historical	School:	Authorized By:	
Rank	Offense Date:	Inconsistent with Code of Conduct?	
Attendance	Offense Comments:	Comments:	
Family	Action Summary and Detail Add Action S	Maximum characters: 5000, Remaining characters: 5000	
Emergency	Ordered Date	Predefined Comments: No Predefined Comments Exist	
▼ Discipline	Edit Delete History 08/04/2021		
Offenses	P - Eur Delete History 06/04/2021	Action Details Add Regenerate Dates	
	Victims Add Victim	Date to Serve Time Status Length (Days) Time Served Location Parent Notified No Action Detail Records exist	
Grad Info	No Offense Victim records exist.	Asterisk (*) denotes a required field	
Gradinio			

OR

- B. If the student served all days and the **Total Time** is correct:
 - 1. Enter the number of days served by selecting **Served** from the drop down box next to **Action Status** and click **Save**.

Discipline Tab Discipline Tab Web Access Change Hist Weakness Screening Current Future Cutor Ching ations Coffenses Vews: All Offenses Vews: All Offense Vews: All Offenses Vews: All Offenses Vews: All Offenses Vews: All Offense Vews: All Offenses Vews: All Offense Vews: All Vews Vest: All Offense Vews: All Vest: Vest: All Vest: All Vest: All V	success ramines Staff Services Services	e Office Adm ff Edit Action Summary - Entity 044 - WS\ST\TB\DI\DI - 11299 - 05.21.06.00.05 - Google Chrome		—	
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Welness Screening Grad Y Student F. ntiy Custor Disciplinary Action Number: 6 Entity Info Other ID Disciplinary Action Number: 6 Obligations Offenses Entity: Action Summary Entered: 08/04/2021 1:05 pm Future Vews: All Offenses > Filters: * Current Y * Action Summary Action Summary Future Date > Time in the interview * Action Summary * Action Summary For Assumary Offense Details History Offense Details History Offense Details History GrAAsumary Offense Details History Offense Details History Offense Details History Offense Details History Offense Details History Discolinary Action Rumber: Sooo Date > Offense Details History Offense Details History Offense Details History Offense Details History Offense Details History Discolinary Action Rumber: No.06 de Conduct? Current Ration School Vews: All Offense Details Advectors: Sooo Priedfined Comments: No. Predefined Comments Exist Notify Details (discoling databas) Finally: Action Summary and Detail Advectors: Note Predefined Comments Exist Interview Interview	Web Access Student	Edit Action Summary		1 🖬 🖬 📢	0
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Disciplinit Disci	Offenses	8/04/2021 06 Date to Serve Time Status Length (Days) Time Served Location	Parent Notified		

IMPORTANT: If the student has not yet served all of the assigned days, leave the *Action Status: Open* and ignore the error.



Rule: DISC 050-0050. If there is a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline must be different. – Explanation: If the student served the placement, but not the Total Time, be sure the Action Status is Served and update the Days Served to the actual number of days the student served the placement. You will also need to enter a Diff Reason indicating why the student did not serve the entire placement (i.e. withdrew from school).

If the student served the **Total Time**, be sure the **Action Status** is **Served** and the **Days Served** matches the **Total Time** and the **Diff Reason** field is blank.

Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

A B E H J K L M N O P Q R S 1 INCIDENT_ID SCHOOL_ID LOCAL_STUDENT_ID INCIDENT_CODE ACTION_CODE ACTION_CODE DESCRIPTION ACTION_DATE ACTION_TO_DATE ACTION_TO_DATE DISCIPLINE_ACTUAL_DAYS DISCIPLINE_ASSIGNED_DAYS DISCIPLINE_DIFF.REASON_CODE INCIDENT_DATE DISCIPLINE_OFFICER_ID

- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- **SCHOOL_ID** This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- **INCIDENT_CODE** This is the reason the student was subject to a disciplinary action.
- ACTION_CODE This is the disciplinary action taken for the student.
- **DISCIPLINE_ACTUAL_DAYS** This is the actual length in days of the disciplinary assignment the student completed.
- DISCIPLINE_ASSIGNED_DAYS This is the official length in days of the student's disciplinary assignment.
- **DISCIPLINE_DIFF_REASON_CODE** This is the reason for the difference, if any, between the official and actual lengths of the student's disciplinary assignment.

To fix this error, you have 2 choices:

- A. If the student did <u>not</u> serve all days and the **Total Time** and **Days Served** is correct:
 - 1. Leave the **Total Time** and **Days Served** as is.
 - 2. Select Served from the drop down box next Action Status.
 - 3. Enter a **Difference Reason** code to indicate why the student did <u>not</u> serve all days and click **Save.**



Home 👻 Students	Families Staff Student Food Office Adr	ministration Advanced Federal/State Custom Access Plus Features Reporting Reports	
Discipline	Tab 😭	🗰 Edit Action Summary - Entity 044 - WS\ST\TB\DI\DI - 11299 - 05.21.06.00.05 - Google Chrome 🦳 🗆	×
Web Access	Student: E	skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtrntx/sdiscedit007.w?vWhereFrom=sdiscbrws001.w&vDetailList=Details&isPopup=true	2
Wellness Screening	Grad Vea	Edit Action Summary	?
▼ Entity	Customiz	Student	Save
Entity Info	Other ID:	Student: Disciplinary Action Number: 6	Back
▼ Scheduling	Offenses	Entity: Action Summary Entered: 08/04/2021 1:06 pm	
Current	Views: All Offenses 🗸 Filters: * Current Y	Action Summary	
Future	Year* Date - Time I	Action: 05 VOSS 1-3 FULL DA	
Entry/With	▼ 2021-22 08/04/2021 12:00 am	Suspension Type: Out of School V School:	
Grades	Expand All Collapse All Modify Details (displ	Return Date: UB/04/2021 Wednesday Office Reason: 07 STUDENT W/D	
GPA Summary	Offense Details History	Days Served: 1.00	
Current	Offense Description: School:	Parent Notified	
Historical	Location:	Authorized By:	
Attendance	Offense Comments:	Comments:	
Family	Action Summary and Detail Add Action St	Maximum characters: 5000, Remaining characters: 5000	
Emergency	Ordered Date A	Predefined Comments: No Predefined Comments Exist	
▼ Discipline	Edit Delete History 08/04/2021 0		
Offenses		Action Details Add Regenerate Dates	
TX/NCLB	VICTIMS Add Victim	Date to serve i inne status Lengin (Days) i inne Sérvéd Lócátión Párént Notifiéd No Action Detail Records exist.	
Grad Info		Asterisk (*) denotes a required field	

OR

- B. If the student served all days and the **Total Time** is correct:
 - 1. Enter the number of days served by selecting **Served** from the drop down box next to **Action Status** and click **Save**.

Home - Students Fa	milles Statt Services Service Office Ad	ff Edit Action Summary - Entity 044 - WS\ST\TB\D(\DI - 11299 - 05.21.06.00.05 - Google Chrome	-	
📲 🕨 Discipline Ta	ab 🏫	skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtrntx/sdiscedit007.w?vWhereFrom=sdiscbrws001.w&vDetailList	=Details&isPopup	=true
Web Access Change Hist	Student	Edit Action Summary		
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Entity Info Obligations	Other ID	Entity: Action Summary Entered: 08/04/	2021 1:06 pm	
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Future	Variat Data Time	Suspension Type: Out of School		
Entry/With	▼ 2021-22 08/04/2021 12:00 am	* Ordered Date: 08/04/2021 Wednesday School Year: 2021-22 V		
Grades		Return Date: Diff. Reason:		
GPA	Expand All Collapse All Modify Details (disp	Total Time: 3.00 Days V Days Served: 3.00		
CDA Cumman	▼ Offense Details History	Parent Notified Follow Up Officer:		
Current	Offense Description:	1 Authorized By:		
Historical	School	Comments Control		
Rank	Offense Date:			
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Family	Action Summary and Detail Add Action S	un Predefined Comments: No Predefined Comments Exist		
Emergency	Ordered Date			-
Discipline	Edit Delete History 08/04/2021	15 Action Details Add Regenerate Dates		
05	Edit Delete History 08/04/2021	Date to Serve Time Status Length (Days) Time Served Location Parent Notified		

IMPORTANT: If the student has not yet served all of the assigned days, leave the *Action Status: Open* and ignore the error.

Rule: DISC 050-0060. Disciplinary Action Date must not be before associated Incident Date. – Explanation: The day the student was ordered the disciplinary placement is prior to the student's offense date.



Below is a sample of the report and a description of the columns (highlighted in yellow) to review.



- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- **SCHOOL_ID** This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- **INCIDENT_CODE** This is the reason the student was subject to a disciplinary action.
- ACTION_CODE This is the disciplinary action taken for the student.
- ACTION_DATE This is the date on which the disciplinary assignment was ordered.
- **INCIDENT_DATE** This is the date on which the incident took place.

To fix this error, update the Offense Date or Ordered Date in Skyward as needed.

Home 👻 Students	Families Staff Student Food Services Service Office Administration Educator Advanced Federal/State Reporting Reporting	
Change Hist 2 Wellness Screening	Tab 😭 Student:	My Print Queue
Entity Entity Info Obligations	Grad Ye: AV Customic Other ID: Customic	
Current Future	Offenses (PRIOR VEAR DISCIPLINE)	Quick
Entry/With Grades	Year ⁴ Ent Date → Time Inc Nor Off Description OffRef School Location Bus Code Discipline Officer Referred By Attach	Print <u>A</u> dd <u>E</u> dit
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Grad Info	Edit Delete History 1/17/2020 Open None Yes 0.00 Hours 0.00 Hours	3

Rule: DISC 050-0100. If Discipline Incident Code is a Fight, there must be at least 2 students with discipline records for the same incident. – Explanation: Only one student was tied to a fighting incident. *Note*: *If the other student(s) is enrolled at another campus, leave as is. For example, if the fight occurred at the bus stop between two students from different campuses.*

	A	В	С	D	E	F	G	Н		J	К	L	М	N
1	SCHOOL_YEAR	INCIDENT_DATE	INCIDENT_ID	INCIDENT_TYPE	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	SCHOOL_ID	School_Name	LOCAL STUDENT ID	FIRST NAME	LAST NAME	GANG_CODE	WEAPON_USED_CODE	NUMBER_OF_PARTICIPANTS
2	202	1 1/15/2021	1986	41	41	FIGHTING/MUTUAL COMBAT						XXXXX	N	1
3	202	1 1/20/2021	2054	41	41	FIGHTING/MUTUAL COMBAT						XXXXX	N	1
4	202	1 1/27/2021	2360	41	41	FIGHTING/MUTUAL COMBAT						XXXXX	N	1



- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- **INCIDENT_CODE** This is the reason the student was subject to a disciplinary action.
- SCHOOL_ID This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- NUMBER OF PARTICIPANTS This is the number of students tied to this incident.

To fix this error, tie the other student(s) involved in the fight to the same incident number in Skyward. Refer to the 'Add Discipline Records to Multiple Students' section of the 'Skyward Discipline Guide' for instructions on adding an existing discipline record to multiple students.

Rule: DISC 050-0270. If Discipline Incident Code denotes bullying, there must be at least 1 victim. -

Explanation: If a bullying/harassment allegation has an outcome found as bullying/harassing, there must be a victim tied to the incident.

Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

1	A	В	С	D	E	F	G	Н	1	J	K	L	М
1	INCIDENT_ID	INCIDENT_TYPE	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	SCHOOL_ID	School_Name	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	NUMBER_OF_PARTICIPANTS	GRADE_LEVEL_CODE	DISCIPLINE_OFFICER_ID	DISCIPLINE_OFFICER_NAME
2													

- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- **INCIDENT_CODE** This is the reason the student was subject to a disciplinary action.
- **SCHOOL_ID** This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.

To fix this error, add the victim(s) to the bullying discipline incident. Refer to the 'Add a Victim' section of the 'Skyward Discipline Guide' for instructions.

Rule: DISC 050-0300. Discipline Incident Number is required. – Explanation: Each discipline incident must have an **Incident Number.** Skyward will automatically populate the **Incident #.** However, if you select **Existing Incident,** you must enter the existing Incident # to tie the student to.

	А	В	С	D	E	F	G	н
1	INCIDENT_NO	OFFENSE_DATE	OFFENSE_TYPE	SCHOOL_ID	SCHOOL_NAME	STUDENT_ID	FIRST_NAME	LAST_NAME
2	0							
2								

- INCIDENT_NO This is the discipline incident number assigned to each disciplinary offense record.
- **SCHOOL_ID** This is the campus in which the student is enrolled.
- **STUDENT_ID** This is the student's local/other ID.



To fix this error: If this incident will be tied to another incident, select **Existing Incident** and then enter the **Incident #.** If this is a new incident that will not be tied to an existing incident, select **New Incident** and the **Incident #** will be automatically populated.



Rule: DISC 050-0301. Each Discipline Incident should occur on a single day. – Explanation: If multiple students are tied to the same incident, the **Offense Date** should be the same.

	А	В	С	D	E	F	G	Н	l l		J
INC	CIDENT_NO	OFFENSE_DATE	OFFENSE_TYPE	INCIDENT_LOCATION	SCHOOL_ID	SCHOOL_NAME	STUDENT_ID	FIRST_NAME	LAST_NAME	OFFENSE_COMMENT	
	1242	12/3/2020	7K	1							
	1242	12/4/2020	7K	1							

- **INCIDENT_NO** This is the discipline incident number assigned to each disciplinary offense record.
- **OFFENSE_DATE** This is the date when the incident occurred.
- **SCHOOL_ID** This is the campus in which the student is enrolled.
- **STUDENT_ID** This is the student's local/other ID.



To fix this error, update the **Offense Date** in Skyward so that all students involved in the incident have the same **Offense Date**.

Home 👻	Students	Families	Staff	Student Services	Food Service	Office	Administration	Educator Access Plus	Advance Feature
	Entry by	Inciden	t 😭						
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	Edit Delet	e History 2	School Yea 2020-21	ar Date 12/03/2	Ti 2020 9:4	me 40 AM	Offense 7K - DMG/DEF SCH	Offens PRO O - Offe	e/Referral ense
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	✓ Edit Delet	e History 2	2020-21	12/04/2	2020 12	:00 AM	7K - DMG/DEF SCI	H PRO 0 - O	ffense

Rule: DISC 050-0340. Discipline Incident Referred By Name is required. – Explanation: The staff member that gave the student the referral is missing from the discipline incident record.

	A	В	С	D	E	F	G	Н	l.	J	N
1	SCHOOL_YEAR	INCIDENT_DATE	INCIDENT_ID	INCIDENT_CODE	SCHOOL_ID	School_Name	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	REFERRED_BY_ID	REFERRED_BY_NAME
2											
3											
4											

- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- SCHOOL_ID This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- **REFERRED_BY_NAME** This is the staff member that gave the student the referral.



To fix this error, enter the staff member that gave the student the referral in Skyward.

	2 ^b 留			[Fedit Offense - Entity 000 - WS\ST\T8\D1\D1 - 11299 - 05.21.02.00.09 - Google Chrome	X 3M
Wellness Screening	Student:			-	skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtx/sdiscedit005.w?vWhereFrom=sdiscbrws001.w&v	DetailList=Discipline&isPopup=true
Entity	Grad Ye			ī	Edit Offense	🥂 💆 📾 🕤 🤠 ?
Entity Info Obligations	Customi			-	Student	6 Save and
Scheduling	Other ID:			-	Student: Grade: 10 Student Type: 0	Back
Current	Offens.				Entity: Offense Entered: 01/05/2021 9:05 am	
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Entry/With	Year*	Date 🔻	Time	Inc Nbr	Offense/Referral: Offense Incident: Existing Incident 🗸	Witnesses
Grades	▶ 2020-21	01/05/2021	12:00 am	1697	* Offense: 80 VIO DRS/GRM STD TIncident #: 1697	Defaults
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Rank					* Offense Date: 01/05/2021 Tuesday	
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Eamily					Campus ID:	
Farmy Farmer						
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Rule: DISC 050-0640. If a student is reported with a Disciplinary Action Reason for a Title 5 or Non-Title 5 felony committed off campus and not at a school-related/sponsored activity, then the Behavior Location must be reported as 'off campus, not at a school-related/sponsored activity'. – Explanation: Review the 'Chart for Determining Mandatory and Discretionary DAEP Placements and Expulsion' (Appendix E) document to determine the appropriate Location code.

		J	К	L	
SCHOOL_YEAR INCIDENT_DATE INCIDENT_ID INCIDENT_CODE INCIDENT_CODE_DESCRIPTION SCHOOL_ID School_Name LOCAL_STUDE	DENT_ID FIRST_NAME	ME LAST_NAME	CONTEXT_LOCATION_CODE	STATE_CODE G	jR,
2021 11/15/2020 1216 9 NON SCHOOL FELONY TITLE 5				0 9	
2021 11/24/2020 1412 9 NON SCHOOL FELONY TITLE 5			(9 9	
2021 12/10/2020 1394 9 NON SCHOOL FELONY TITLE 5			:	2 9	

- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- **INCIDENT_CODE** This is the reason the student was subject to a disciplinary action.
- SCHOOL_ID This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- CONTEXT_LOCATION_CODE This indicates where the offense occurred (on/off campus, school related, etc.)



To fix this error, update the **Location** code in Skyward based on the 'Chart for Determining Mandatory and Discretionary DAEP Placements and Expulsion' (Appendix E) document.

Home 👻 Students F	amilies Staff Student Food Service Office Admin	istration Access Plus Features Reporting Reports Q		
■ Discipline T	[ab 😭	III Edit Offense - Entity 000 - WS\ST\TB\DI\DI - 11299 - 05.20.10.00.08 - Google Chrome	-	Window 🖶 My Print Queu
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School Path Vehicles		Edit Offense	👿 📾 ℃	
Web Access	Grad Ye	Student	Save and	
Change Hist	Other ID:	Student:	Back	
Fortify		Entity:	Mack	
Entity Info	OTTENSES (PRIOR YEAR DISCIPLINE)	Offense	Victims	
Obligations	Views: All Offenses 🗸 Filters: * Current Year	Offense/Referral: Offense Incident: Existing Incident 🗸	Witnesses	Reint Quick
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Entry/With 3	▶ 2020-21 11/15/2020 12:00 am			Delete
Grades		* Offense Date: 11/15/2020 Sunday * Disc Officer:		Dis Notes
▶ GPA		Offense Time: 12:00 AM Time Comment:		(0)
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Family				Susp/Exp
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Discipline				
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► TX/NCLB		Maximum characters: 5000. Remaining characters: 4872		
Special Prgms		Predefined Comments: No Predefined Comments Exist		

Rule: DISC 050-0660. A student should not have more than One Day of Disciplinary Removal Assigned or Served for a partial day out-of-school suspension or partial day in-school suspension unless the reason for the disciplinary removal is 'permanent removal from class by a teacher'. – Explanation: Multiple partial OSS or ISS placements trigger a warning on PEIMS.

Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

	Α	В	С	D	E	F	G	Н	1	J	К	L	М
1	NCESLEAID	INCIDENT_ID	ACTION_ID	SCHOOL_ID	SCHOOL_NAME	GRADE_LEVEL_CODE	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	ACTION_CODE	ACTION_CODE_DESCRIPTION	DISCIPLINE_ACTUAL_DAYS	DISCIPLINE_ASSIGNED_DAYS R
2										26	ISS PARTIAL DAY	4	4 x
2													

- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- **SCHOOL_ID** This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- ACTION_CODE This is the disciplinary action taken for the student.
- **DISCIPLINE_ACTUAL_DAYS** This is the actual length in days of the disciplinary assignment the student completed.

• **DISCIPLINE_ASSIGNED_DAYS** – This is the official length in days of the student's disciplinary assignment.

To fix this error, if the action record is correct, input the reason why multiple partial days were given in the **Comments**. Otherwise, update the **Action** as needed.



Je Discipline	Tab 😭			
Birth Hist		f1 Edit Action Summary - Entity 000 - WS\ST\TB\DI\DI - 11299 - 05.20.10.00.08 - Google Chrome		
School Path	Student	skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidlandisdtx/sdiscedit007.w?vWhereFrom=sdiscbrws001.w&vDetailList=E	Details&isPopup=tr	rue
Vehicles Web Access	Grad Ye	Edit Action Summary	1 🖬 🖬 🕈	0
Change Hist Wellness Screening	Customi Other ID:	Student Student: Disciplinary Action Number:	3 5	Save Back
Entity Entity Info Obligations	Offenses PRIOR YEAR DISCH Views: All Offenses V Filte	Entity: Action Summary Entered: 12/02	/2020 2:53 pm	
Scheduling Current Future	Year* Ent ▼ Date ▶ 2020-21 12/10/2 ▼ 2020-21 12/02/2	4 _Action: 25 V OSS PART DAY Action Status: Served Suspension Type: Out of School School: Image: Constraint of School Image: Constraint of School: Image: Constra		
Entry/With	Expand All Collapse All Mo	Return Date: Diff. Reason:		
Grades	Offense Details History	Total Time: 2.00 Days V Days Served: 2.00		
▶ GPA	Offense Description:	Parent Notified Follow Up Officer:		
Attendance	School:	Authorized By:		
Family	Location: Offense Date:	Inconsistent with Code of Conduct? Comments:		
▼ Emergency	Offense Comments:			
		Maximum characters: 5000, Remaining characters: 4925		
Emer Info				

Rule: DISC 050-0680. Homeless Students should not receive an out-of-school suspension unless they are being disciplined for Reason Codes 04, 05, 11, 12, 14, 27, 28, 29, 30, 31, or 32. – Explanation: A homeless student should not receive OSS, unless for one of the above reasons.

1	А	В	С	D	E	F	G	н	l.	J	К	L	М
SCH	HOOL_YEAR	INCIDENT_ID	ACTION_ID	SCHOOL_ID	SCHOOL_NAME	GRADE_LEVEL_CODE	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	ACTION_CODE	ACTION_CODE_DE
	2021	2437										5	OSS 1-3 FULL DAYS
	2021	4318										5	OSS 1-3 FULL DAYS

- **INCIDENT_ID** This is the discipline incident number assigned to each disciplinary offense record.
- SCHOOL_ID This is the campus in which the student is enrolled.
- LOCAL_STUDENT_ID This is the student's local/other ID.
- **INCIDENT_CODE** This is the reason the student was subject to a disciplinary action.
- ACTION_CODE This is the disciplinary action taken for the student.



To fix this error: **If the homeless student has completed the OSS placement, do NOT change.** Otherwise update the disciplinary **Action Summary** record as needed.

Birth Hist 2	Student.	@ Ranges Add Delete Transfer Judo		
Vehicles Web Access Change Hist	Grad Ye Entity Customize Other ID: NY Status: I 477 Edit Action Summary - Entity 00	School, Status: (×
Entity Entity Info Obligations	Offenses PRIOR YEAR DISCIPLINE Edit Action Summary Views: All Offenses Eliters: * Student	/wsisa.dll/WService=wsedumidlandisdtx/sdiscedit007.w?vWhere	eFrom=sdiscbrws001.w&vDetailList=Details&isPo	pup=true
▼ Scheduling Current Future	Year* Ent → Date > 2020-21 12/04/2020 Student: > 2020-21 11/04/2020 Entity:		Disciplinary Action Number: 9 Action Summary Entered: 11/10/2020 1:26 p	m
Entry/With Grades	Expand All Collapse All Modify D	OCC 1 2 EIII DA		
GPA Attendance	Ordense Details History Action Summary and Detail Suspension Type: Out of Sc * Ordered Date: 11/10/2020	tool ♥ School ♥ School ♥ School ♥ School Year: 2020-21 ♥		
Family	Edit Delete History 11/10/20 Edit Delete History 11/10/20 Edit Delete History 11/04/20	Wednesday Diff. Reason: Days Days Served:		
Emer Info	Parent N Parent N	tified <u>Follow Up Officer:</u> <u>Authorized By:</u>		
Offenses Demerit Hist	Witnesses Add Witness Attachments Maintain	ent with Code of Conduct?	Å	
► TX/NCLB	Predefined Comments: No Pr	edefined Comments Exist	▼ Insert	