



Midland Independent School District

# ELEVATE DATA QUALITY GUIDE

2022-2023

STUDENT INFORMATION SYSTEMS DEPARTMENT

# ELEVATE DATA QUALITY



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## TABLE OF CONTENTS

LOGIN TO ELEVATE..... 2

REVIEW EMAIL NOTIFICATIONS ..... 3

NAVIGATE ELEVATE SCORECARD ..... 4

REVIEW DATA VIOLATIONS ..... 5

CORRECT DATA VIOLATIONS..... 6

    Discipline ..... 6

# ELEVATE DATA QUALITY



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 [here](#).
2. Click **Forgot Password**.

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.

**1** Elevate Data Quality Alerts - MIDLAND ISD - Discipline Action Alerts \* District External ▶ Inbox x

**Elevate Data Quality** <noreply@elevate-dataquality.instructure.com> Sep 18, 2022, 11:05 PM (3 days ago) ☆ ↶ ⋮  
to me ▾

Dear Claudine Bishop

**2** Your 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 [HERE](#) to view the scorecard and detailed results.

**Data Certification Scorecard**

**Scorecard Summary**

Observation(s) Run On:	09/18/2022 11:08 pm
Run For:	Claudine Bishop
Included Run(s):	Midland ISD

**3** **Severity Level Summary**

Severity Level	Severity Description	Number of Records
1	Fatal	3
2		0
3	Warning	1
4		0
5		448

**4**

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	DISC 050-0381 - (Alert) Total YTD out of school suspension days district-wide (district).	1

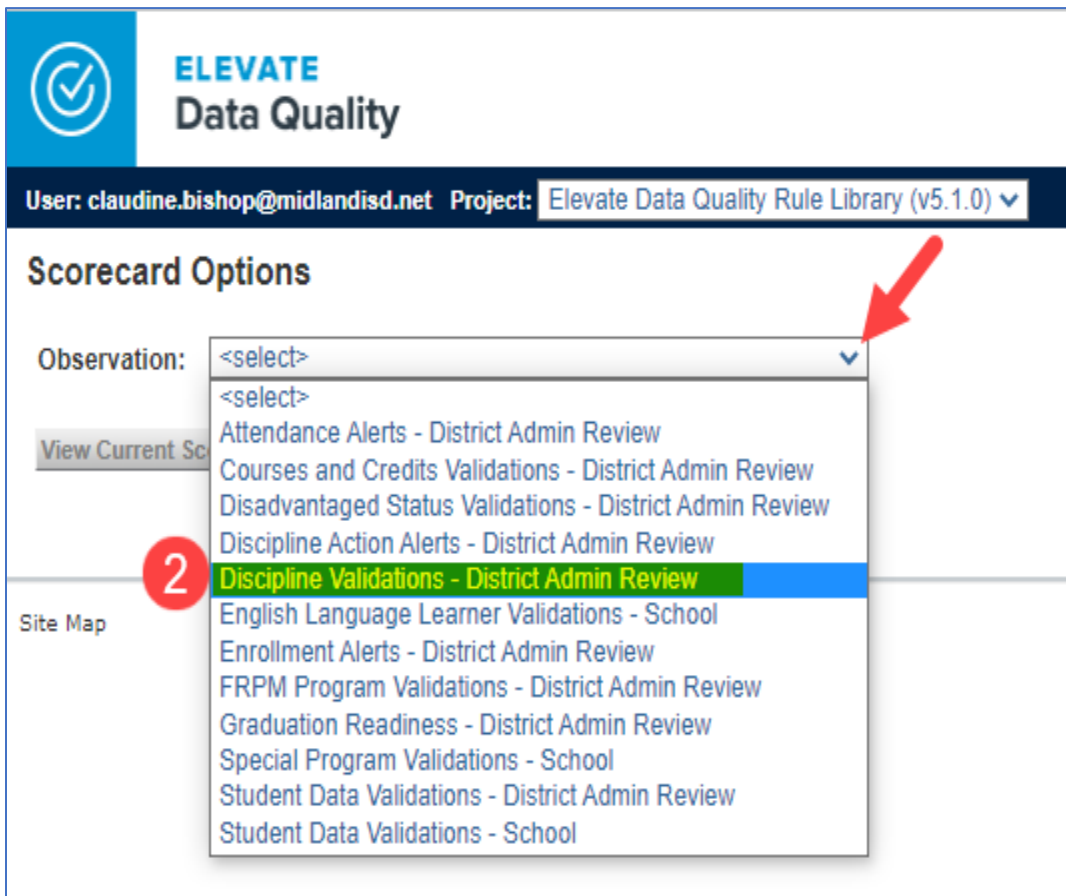
## NAVIGATE ELEVATE SCORECARD

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**.



3. The **Data Certification Scorecard** will be displayed.

# ELEVATE DATA QUALITY



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

**ELEVATE Data Quality**

User: claudine.bishop@midlandisd.net Project: Elevate Data Quality Rule Library (v5.1.0)

### 3 Data Certification Scorecard

**Scorecard Summary**

- Observation Name: Discipline Validations - District Admin Review
- Observation Run(s): 9/19/2022 11:58:25 PM
- Scorecard Description: Discipline Validations - District, Midland ISD, MIDLAND ISD, Skyward, Texas

**Data Certification Score = 67**

**Severity Level Summary**

Severity Level	Severity Description	Number of Violations
1	Fatal	379
2	Special Warning	3
3	Warning	582
4		0
5		0
<b>TOTAL:</b>		<b>964</b>

Group By: Severity and then by: <select> View Scorecard Download Scorecard

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.	241	15.76
	DISC 050-0050 - If there is a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline must be different.	1	0.07
	DISC 050-0150 - If Action Code is 01, 05, 25, 27, 28, 29, or 50, the Assignment Building should be blank.	111	7.26
	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	0.07
	DISC 050-0210 - A mandatory placement action is required for DAEP incidents.	15	1.00
	DISC 050-0230 - The disciplinary action taken must be valid for the type of discipline incident.	3	0.20
	DISC 050-0301 - Each Discipline Incident should occur on a single date.	3	15.79
	DISC 050-0650 - A student cannot be reported with Two of the Same Actions for a Single Incident.	2	0.13
	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'.	2	0.13
2	DISC 050-0140 - A Partial Day Suspension may not be greater than 1 day.	2	0.13
	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.	1	0.07

**4**

## REVIEW DATA VIOLATIONS

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

- 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.	241	15.76
	DISC 050-0050 - If there is a Discipline Difference Reason, then the Actual and Scheduled Duration of Discipline must be different.	1	0.07
	DISC 050-0150 - If Action Code is 01, 05, 25, 27, 28, 29, or 50, the Assignment Building should be blank.	111	7.26
	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	0.07
	DISC 050-0210 - A mandatory placement action is required for DAEP incidents.	15	1.00
	DISC 050-0230 - The disciplinary action taken must be valid for the type of discipline incident.	3	0.20
	DISC 050-0301 - Each Discipline Incident should occur on a single date.	3	15.79
	DISC 050-0650 - A student cannot be reported with Two of the Same Actions for a Single Incident.	2	0.13
	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'.	2	0.13
2	DISC 050-0140 - A Partial Day Suspension may not be greater than 1 day.	2	0.13

**1**

- 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.

**2 Data Certification Results**

Rule: DISC 050-0210 - A mandatory placement action is required for DAEP incidents.

Summary: 15 rows failed (1.00%) out of 1,506 total.

**3** More Info...

**4** Download Result Table

Select column(s) below and then:

**5** Run Frequency Distribution

SCHOOL_YEAR	INCIDENT_DATE	INCIDENT_ID	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	SCHOOL_ID	School Name	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME
2023	08/10/2022	70	04						
2023	08/22/2022	382	04						
2023	08/22/2022	669	26						
2023	09/01/2022	926	27						
2023	09/06/2022	1115	27						
2023	09/07/2022	1206	04						
2023	09/13/2022	1536	28						
2023	09/13/2022	1657	26						

## 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 actual school day.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
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
2	2021	526											10/28/2020
3	2021	548											10/27/2020
4	2021	549											10/27/2020

- **INCIDENT\_ID** – This is the discipline incident number assigned to each disciplinary offense record.

# ELEVATE DATA QUALITY



- **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.

**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 actual school day.

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

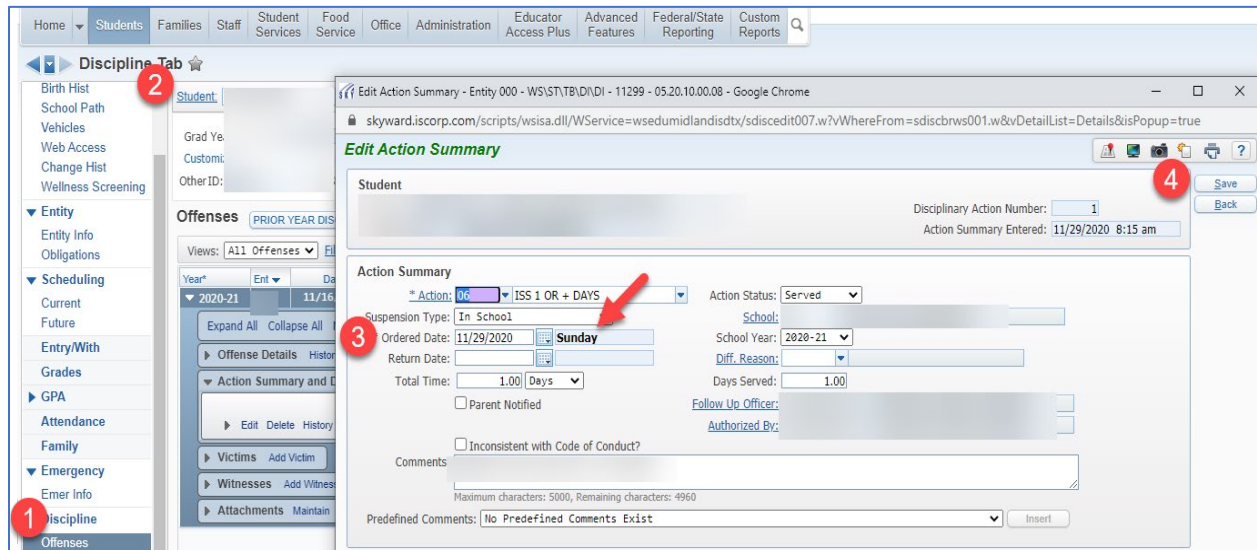
	A	B	C	D	E	F	G	H	I	J	K	L
1	INCIDENT_ID	SCHOOL_ID	SCHOOL_NAME	GRADE_LEVEL_CODE	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	ACTION_CODE	ACTION_CODE_DESCRIPTION	ACTION_FROM_DATE
2												
3												

- **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.



# ELEVATE DATA QUALITY



**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.

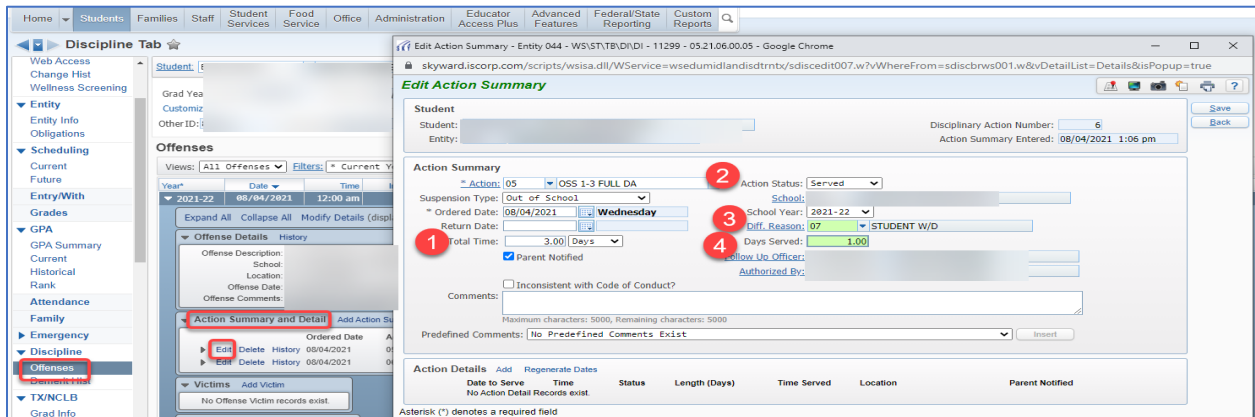
A	B	E	F	G	H	I	J	K	O	P	Q
INCIDENT_ID	SCHOOL_ID	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	ACTION_CODE	ACTION_CODE_DESCRIPTION	DISCIPLINE_ACTUAL_DAYS	DISCIPLINE_ASSIGNED_DAYS	DISCIPLINE_DIFF_REASON_CODE

- **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:

# ELEVATE DATA QUALITY

- A. If the student did not 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 not serve all days and click **Save**.



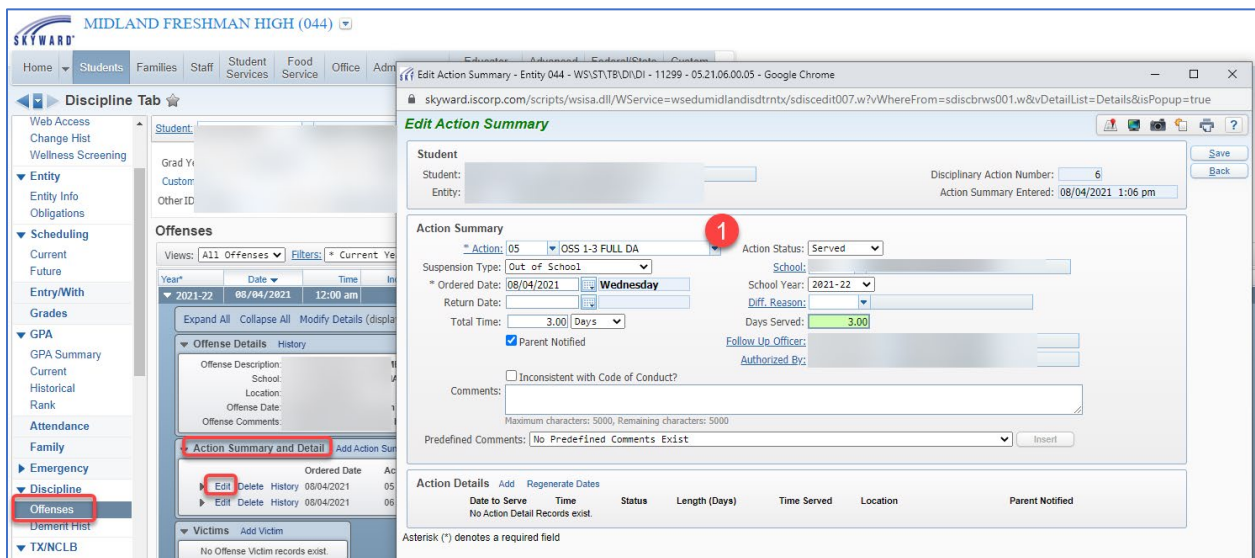
The screenshot shows the 'Edit Action Summary' form in the Skyward system. The form is titled 'Edit Action Summary - Entity 044 - WS/ST/TB/DI/DI - 11299 - 05.21.06.00.05 - Google Chrome'. The form contains the following fields and values:

- Student: [Redacted]
- Disciplinary Action Number: 6
- Action Summary Entered: 08/04/2021 1:06 pm
- Action: 05 (OSS 1-3 FULL DA)
- Action Status: Served
- Suspension Type: Out of School
- School: [Redacted]
- Ordered Date: 08/04/2021 Wednesday
- School Year: 2021-22
- Return Date: [Redacted]
- Diff. Reason: 07 (STUDENT W/D)
- Total Time: 3.00 Days
- Days Served: 1.00
- Follow Up Officer: [Redacted]
- Authorized By: [Redacted]
- Parent Notified:
- Comments: [Redacted]
- Predefined Comments: No Predefined Comments Exist

Red circles 1, 2, 3, and 4 highlight the Total Time, Action Status, Diff. Reason, and Days Served fields respectively.

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**.



The screenshot shows the 'Edit Action Summary' form in the Skyward system. The form is titled 'Edit Action Summary - Entity 044 - WS/ST/TB/DI/DI - 11299 - 05.21.06.00.05 - Google Chrome'. The form contains the following fields and values:

- Student: [Redacted]
- Disciplinary Action Number: 6
- Action Summary Entered: 08/04/2021 1:06 pm
- Action: 05 (OSS 1-3 FULL DA)
- Action Status: Served
- Suspension Type: Out of School
- School: [Redacted]
- Ordered Date: 08/04/2021 Wednesday
- School Year: 2021-22
- Return Date: [Redacted]
- Diff. Reason: [Redacted]
- Total Time: 3.00 Days
- Days Served: 3.00
- Follow Up Officer: [Redacted]
- Authorized By: [Redacted]
- Parent Notified:
- Comments: [Redacted]
- Predefined Comments: No Predefined Comments Exist

A red circle 1 highlights the Action Status field.

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

# ELEVATE DATA QUALITY



**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.

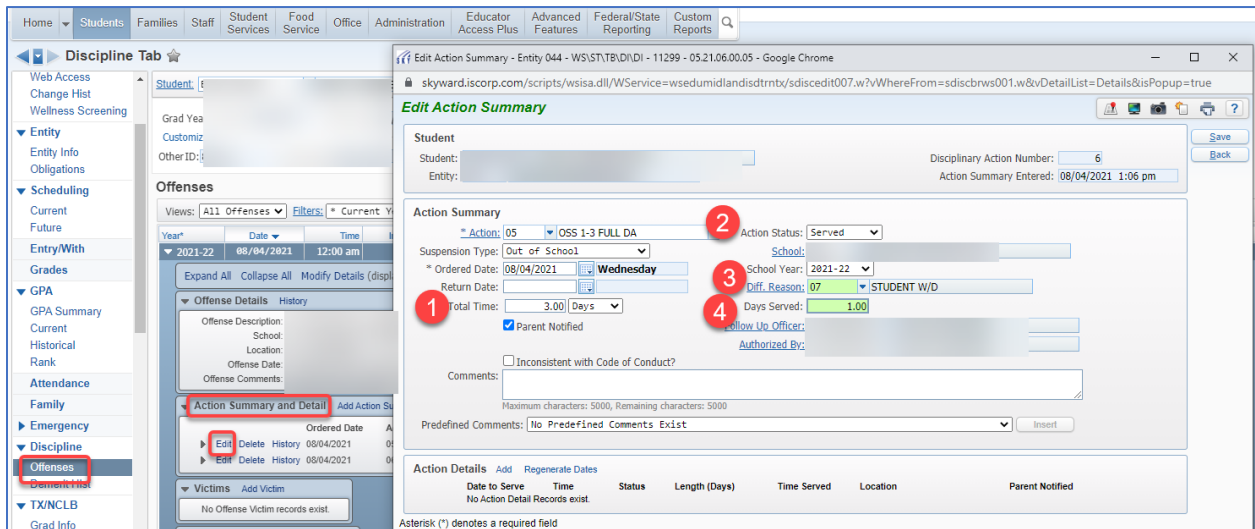
	A	B	E	H	J	K	L	M	N	O	P	Q	R	S
1	INCIDENT_ID	SCHOOL_ID	LOCAL_STUDENT_ID	INCIDENT_CODE	ACTION_CODE	ACTION_CODE_DESCRIPTION	ACTION_DATE	ACTION_FROM_DATE	ACTION_TO_DATE	DISCIPLINE_ACTUAL_DAYS	DISCIPLINE_ASSIGNED_DAYS	DISCIPLINE_DIFF_REASON_CODE	INCIDENT_DATE	DISCIPLINE_OFFICER_ID
2														
3														

- **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:

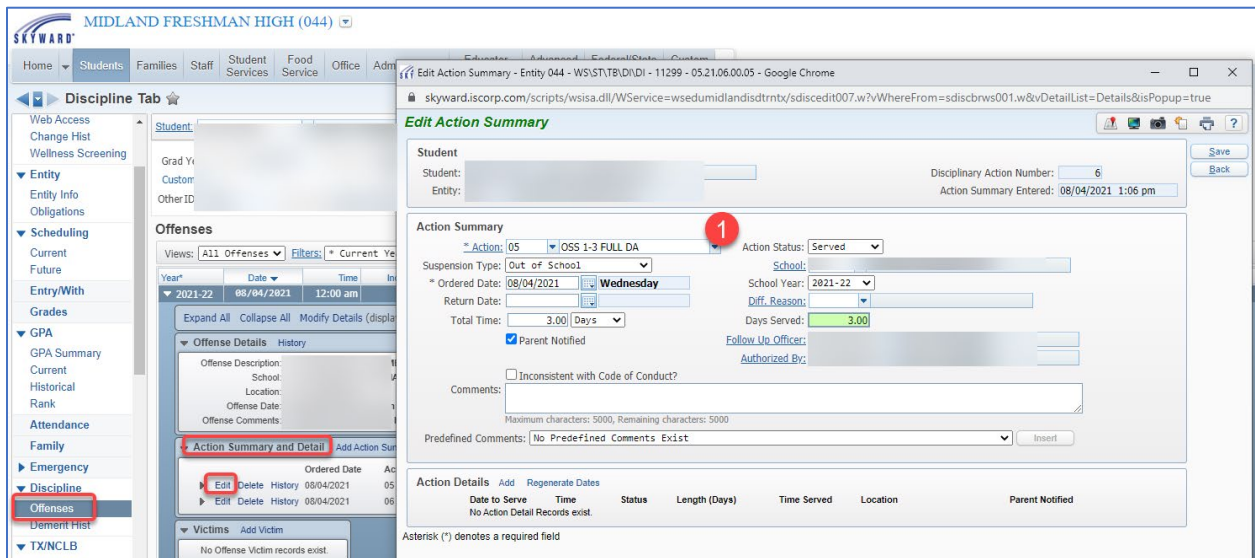
- A. If the student did not serve all days and the **Total Time** and **Days Served** is correct:
  1. Leave the **Total Time** and **Days Served** as is.
  2. Select **Served** from the drop down box next **Action Status**.
  3. Enter a **Difference Reason** code to indicate why the student did not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

# ELEVATE DATA QUALITY



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**.



**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.

# ELEVATE DATA QUALITY



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_FROM_DATE	ACTION_TO_DATE	DISCIPLINE_ACTUAL_DAYS	DISCIPLINE_ASSIGNED_DAYS	DISCIPLINE_DIFF_REASON_CODE	INCIDENT_DATE	DISCIPLINE_OFFICER_ID
2														
3														

- **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.

**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.*

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	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	2021	1/15/2021	1986	41	41	FIGHTING/MUTUAL COMBAT						xxxxx	N	1
3	2021	1/20/2021	2054	41	41	FIGHTING/MUTUAL COMBAT						xxxxx	N	1
4	2021	1/27/2021	2360	41	41	FIGHTING/MUTUAL COMBAT						xxxxx	N	1

# ELEVATE DATA QUALITY



- **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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
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.

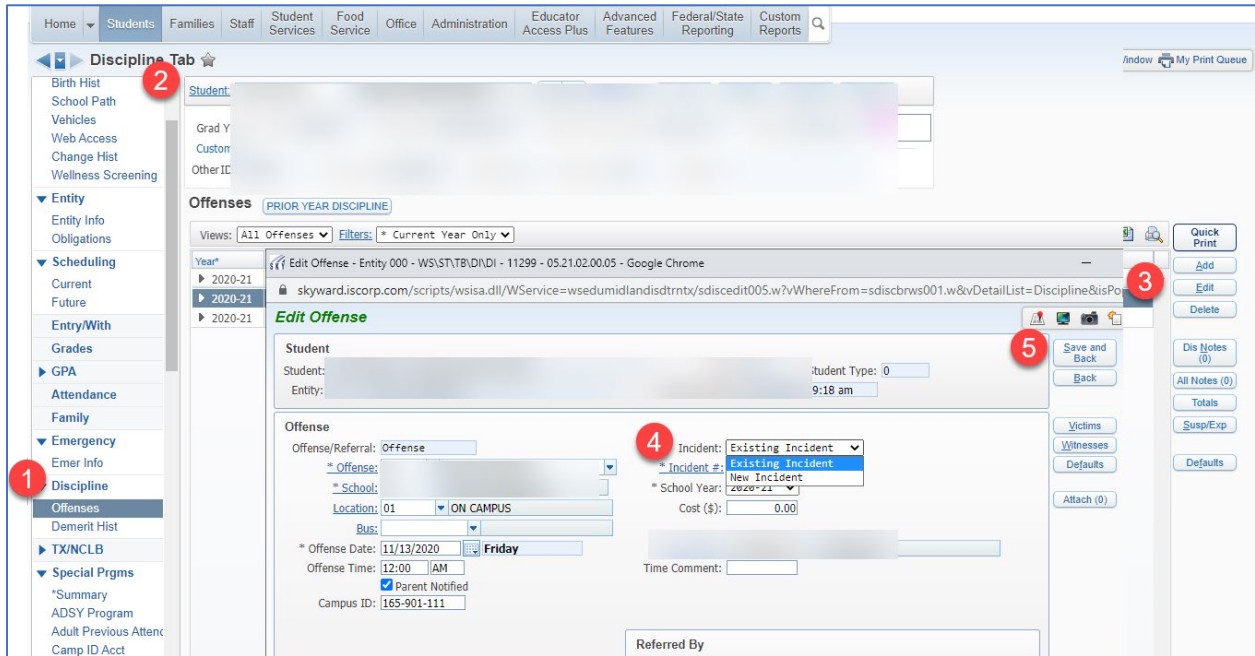
**Rule: DISC 050-0300. Discipline Incident Number is required.** – Explanation: Each discipline incident must have an **Incident Number**. Skyward will automatically populate the **Incident #**. However, if you select **Existing Incident**, you must enter the existing Incident # to tie the student to.

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

	A	B	C	D	E	F	G	H
1	INCIDENT_NO	OFFENSE_DATE	OFFENSE_TYPE	SCHOOL_ID	SCHOOL_NAME	STUDENT_ID	FIRST_NAME	LAST_NAME
2	0							
3								

- **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.

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

A	B	C	D	E	F	G	H	I	J
INCIDENT_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.

# ELEVATE DATA QUALITY



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

The screenshot shows the 'Entry by Incident' view in Skyward. The incident number 1242 is highlighted in a red box. Below the incident summary, two students are listed with their offense records. Student A's offense date is 12/03/2020, and Student B's offense date is 12/04/2020. A red arrow points to Student B's date, indicating it should be updated to match the incident date.

**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.

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

	A	B	C	D	E	F	G	H	I	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											

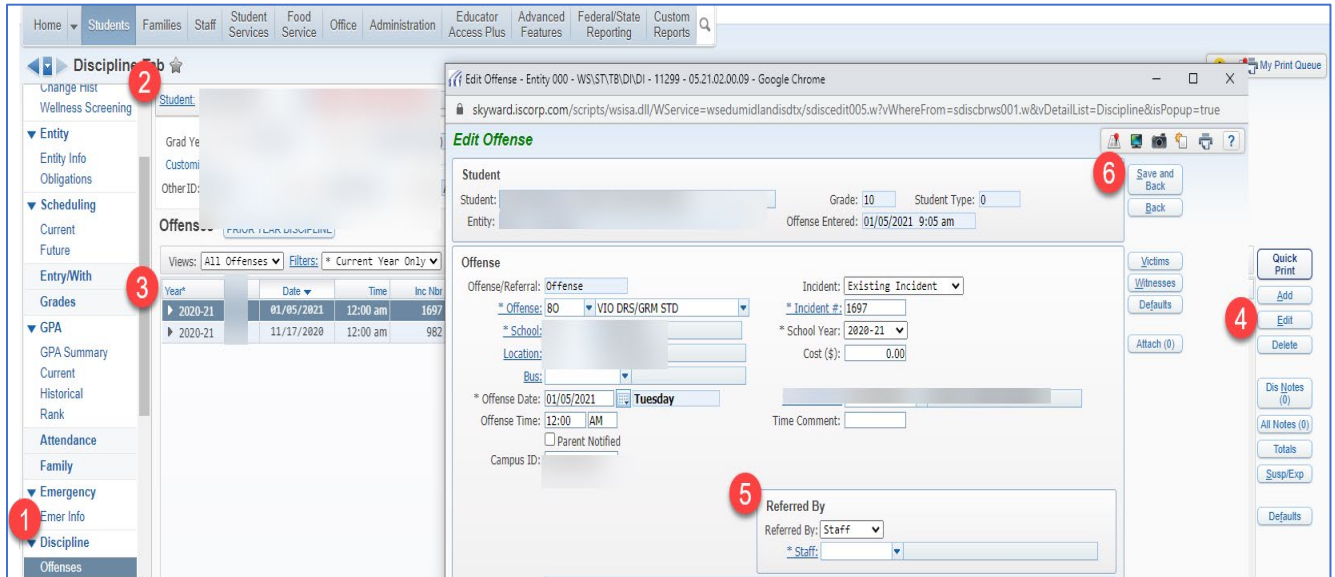
- **INCIDENT\_ID** – This is the discipline incident number assigned to each disciplinary offense record.
- **SCHOOL\_ID** - This is the campus in which the student is enrolled.
- **LOCAL\_STUDENT\_ID** – This is the student’s local/other ID.
- **REFERRED\_BY\_NAME** – This is the staff member that gave the student the referral.



# ELEVATE DATA QUALITY



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



**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.

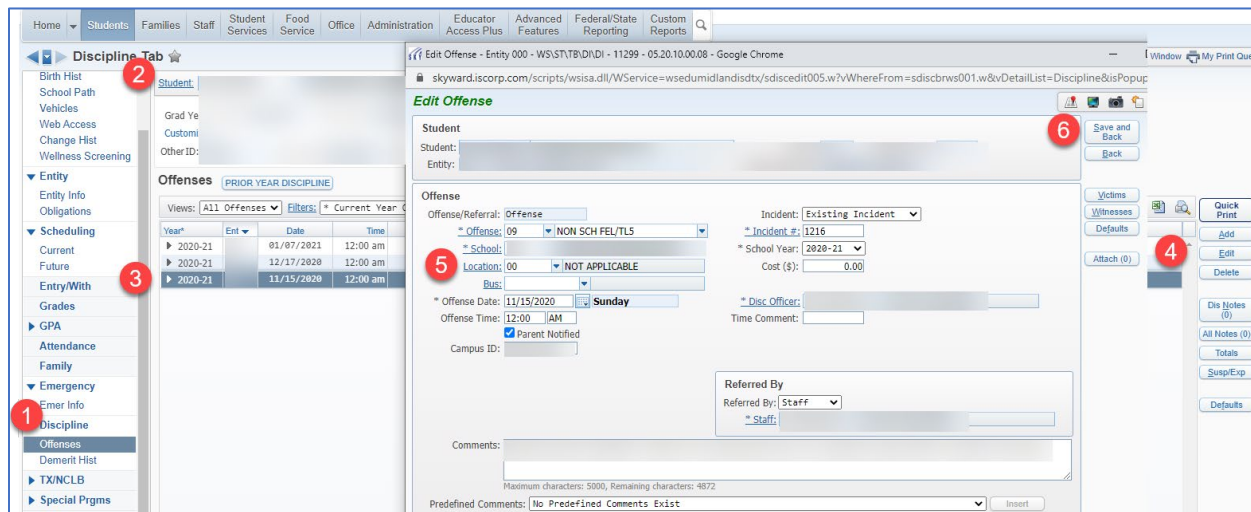
Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

A	B	C	D	E	F	G	H	I	J	K	L	
SCHOOL_YEAR	INCIDENT_DATE	INCIDENT_ID	INCIDENT_CODE	INCIDENT_CODE_DESCRIPTION	SCHOOL_ID	School_Name	LOCAL_STUDENT_ID	FIRST_NAME	LAST_NAME	CONTEXT_LOCATION_CODE	STATE_CODE	GR
2021	11/15/2020	1216	9	NON SCHOOL FELONY TITLE 5							0	9
2021	11/24/2020	1412	9	NON SCHOOL FELONY TITLE 5							0	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.)

# ELEVATE DATA QUALITY

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.



**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.

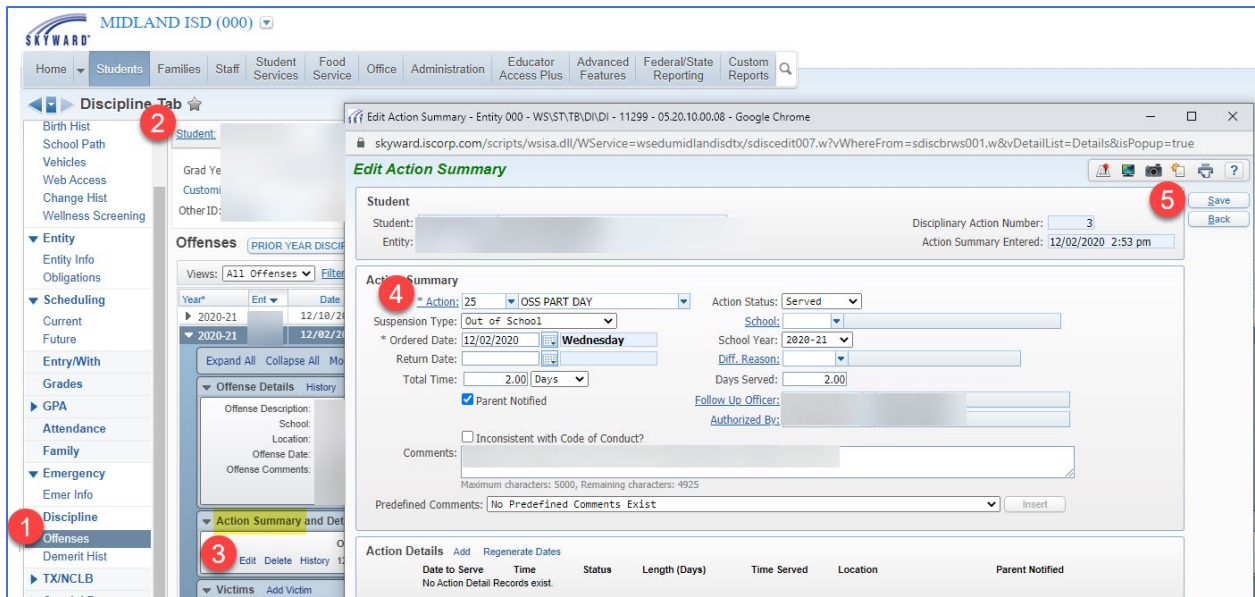
Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	NCSLEAID	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
2										26	ISS PARTIAL DAY	4	4
3													

- **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.

# ELEVATE DATA QUALITY



**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.

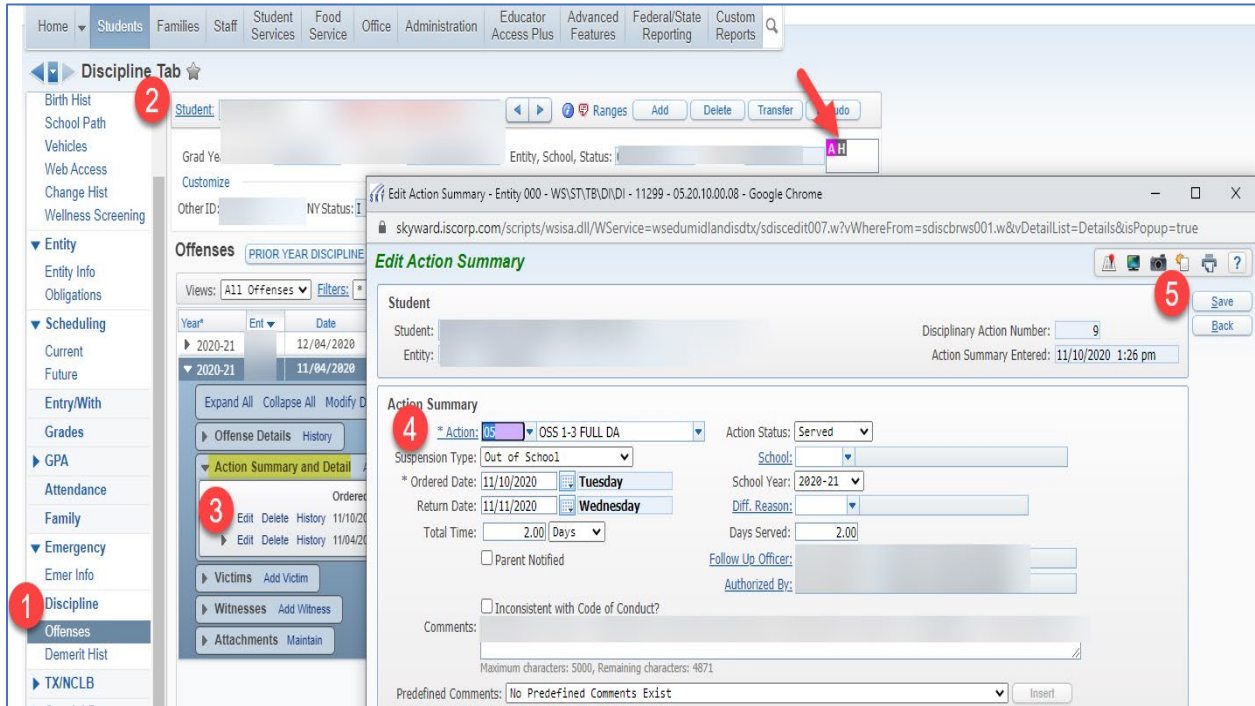
Below is a sample of the report and a description of the columns (highlighted in yellow) to review.

A	B	C	D	E	F	G	H	I	J	K	L	M
SCHOOL_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.

# ELEVATE DATA QUALITY

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.



The screenshot displays the Skyward SIS interface for editing a disciplinary action summary. The interface is divided into several sections:

- Navigation Menu (Left):** Includes options like Birth Hist, School Path, Vehicles, Web Access, Change Hist, Wellness Screening, Entity, Entity Info, Obligations, Scheduling, Current, Future, EntryWith, Grades, GPA, Attendance, Family, Emergency, Emer Info, Discipline, Offenses, Demerit Hist, and TXINCLB. A red circle '1' highlights the 'Discipline' option.
- Top Header:** Contains navigation tabs (Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, Custom Reports) and a search bar. A red circle '2' highlights the 'Student' field.
- Offenses Table:** A table with columns for Year, Ent, and Date. A red circle '3' highlights the 'Action Summary and Details' row.
- Edit Action Summary Form:** A form with various fields and buttons. A red circle '4' highlights the 'Action' dropdown menu, which is set to 'OSS 1-3 FULL DA'. A red circle '5' highlights the 'Save' button. Other fields include Student, Entity, Disciplinary Action Number (9), Action Summary Entered (11/10/2020 1:26 pm), Suspension Type (Out of School), School (2020-21), Ordered Date (11/10/2020 Tuesday), Return Date (11/11/2020 Wednesday), Total Time (2.00 Days), Days Served (2.00), and a Comments field.