

Discipline Reports

This document gives instructions for running the Discipline Log Report and the Discipline Summary Report in PowerSchool

Overview

This document will cover the following process: Running the Discipline Log Report and Discipline Summary Report

These reports can be run from the District Office for a District Wide report or in each individual building.

Running the Discipline Reports:

- Running the Discipline Log Report:**
 - From the Start Page > Data and Reporting > Reports > System Reports > Discipline > Discipline Log
 - Select the Parameters you would like to view:
 - Students to include-You can select all students or just run this for a current selection of students
 - Begin Date and Ending Date-Select the time period to include, this is prepopulated with the year length term
 - Processing Options-you can select from:
 - In Background Now
 - ASAP
 - At Night
 - On Weekend
 - On Specific Time-Include information if selected
 - When selecting Processing options keep in mind if you run this for a future date/time, it will process and be available in your print que when it is completed
 - Discipline incident subtype to include
 - All Sub-types
 - Detention
 - Other
 - Out of School Susp.
 - In School Susp.
- Click **SUBMIT**

- Running the Discipline Summary Report:**
 - From the Start Page > Data and Reporting > Reports > System Reports > Discipline > Discipline Log
 - Select the Parameters you would like to view:
 - Students to include-You can select all students or just run this for a current selection of students
 - Begin Date and Ending Date-Select the time period to include, this is prepopulated with the year length term
 - Processing Options-you can select from:
 - In Background Now
 - ASAP
 - At Night
 - On Weekend
 - On Specific Time-Include information if selected
 - When selecting Processing options keep in mind if you run this for a future date/time, it will process and be available in your print que when it is completed
 - Discipline incident subtype to include
 - All Sub-types
 - Detention
 - Other
 - Out of School Susp.
 - In School Susp.
 - Sort Summary By
 - Grade Level
 - Ethnicity
 - Student Programs
- Click **SUBMIT**