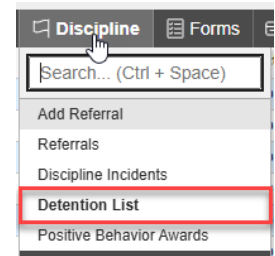


Detention List

The detention list displays a list of served and unserved detentions. Detentions that have not been served by the expected due date will appear in red. Check the completed checkbox to mark the detention as served. Check the Show Completed checkbox to include detentions which have been served. Click the student's name or student ID to open the referral in another tab.

1. Click the Discipline tab.
2. Select Detention List.
3. The detention list will display in the middle of the screen.



Students with pending detention are shown with key details: grade level, referral reason, assigned action, notes, detention period, assigned and due dates, action length, and days completed. Due dates that have passed are highlighted in red.

FOCUS Select Student/Staff Detention List														
Admin 2025-2026 Quarter 4														
Search Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility FL Reports SSS Reports														
Show Completed Check/Uncheck All 0/1542 checked Save														
Prev Page 11 / 52 Next 1,543 Records Export Message Filter: OFF														
Student #	Student	Grade Level	Referral Reason	Action	Record Action Note	Detention Period	Assigned	Due	Length of Action	Days Completed	Completed			
			TX.TARDINESS, HABITUAL []	A0 AFTER SCHOOL A.S.			10/16/2025	10/21/2025	1	0	☐			
			TX.TARDINESS, HABITUAL []	A0 AFTER SCHOOL A.S.			10/10/2025	10/16/2025	1	0	☐			
			TX.TARDINESS, HABITUAL []	A0 AFTER SCHOOL A.S.			10/03/2025	10/08/2025	1	0	☐			
			TX.TARDINESS, HABITUAL []	A0 AFTER SCHOOL A.S.			03/19/2026	03/24/2026	1	0	☐			

Marking a Detention as Completed

From the Detention List:

1. Click the Completed checkbox for the applicable student.
Note: You can select multiple students at once.
2. Click Save.

Show Completed Check/Uncheck All 1/100 checked Save														
Filters														
id	Assigned	Due	Length of Action	Days Completed	Completed									
	02/19/2026	02/19/2026	1	1	☐									
	03/30/2026	03/31/2026	1	0	☒									

Show Completed Check/Uncheck All 0/99 checked Save														
Filters														
Assigned	Due	Length of Action	Days Completed	Completed										
02/19/2026	02/19/2026	1	1	☐										
03/30/2026	03/31/2026	1	1	☒										

For students with a 1-day detention (Length of Action equals 1), the Days Completed field will update to 1. The Completed field will populate today's date. Once the screen is refreshed, the student is removed from the list.

For students with a multi-day detention (Length of Action is greater than 1), the Completed field will populate with today's date. The Days Completed field will increment by 1. When the screen is refreshed, the student will remain on the Detention List until the Days Completed equals the Length of Action.

Show Completed Check/Uncheck All 0/98 checked Save														
Filters														
Assigned	Due	Length of Action	Days Completed	Completed										
03/26/2026	04/01/2026	5	1	03/31/2026										
03/30/2026	03/31/2026	1	0	☐										
03/26/2026	03/27/2026	1	1	03/27/2026										

View Completed Detentions

From the Detention List:

1. Click the Show Completed checkbox.

The list is updated to include completed detentions. The Completed column displays the date the detention was marked as completed. Any detentions that have not been completed have the check box in the Completed column.

Show Completed Check/Uncheck All 0/98 checked Save														
Filters														
Assigned	Due	Length of Action	Days Completed	Completed										
03/17/2026	03/25/2026	7	5	☐										
03/26/2026	04/02/2026	5	2	☐										
08/27/2025	09/08/2025	5	5	09/08/2025										
09/03/2025	09/10/2025	5	5	09/10/2025										