



ASCENDER Discipline

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Student

Use the Table of Contents to access a page.

Inquiry (Discipline)

Discipline > Maintenance > Student > Inquiry

The Inquiry page allows you to view a student's discipline records (i.e., incident reports).

If a court-ordered restriction exists, all incident data for the student is restricted.

Retrieve data:

Select a student:


☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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- The student's demographic data is displayed.
- Contact data is displayed for the parent/guardian who has **Priority** set to 1 on [Registration > Maintenance > Student Enrollment > Contact](#). If no contact is marked as **Guardian**, the fields are blank.
- Any existing discipline records are displayed.
- If an incident has more than one offense, the primary offense (i.e., the offense that will be reported to PEIMS) is displayed under **Offense Description**. If no offense is marked for the PEIMS extract, the offense with the lowest offense code is displayed.

Other functions and features:

	Click to open Maintenance > Student > Maintenance where you can view or update the discipline record.
New	Click to open Maintenance > Student > Maintenance where you can add a new discipline record.
Medical Alert	<p>View the student's medical alert information.</p> <p>The button is displayed if a medical warning exists for the student and the Consent to Display Alert has been selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.</p>
Documents	View or attach supporting documentation.

Maintenance (Discipline)

Discipline > Maintenance > Student > Maintenance

This page allows you to add, modify, or delete a student discipline record (i.e., incident report). An incident can have multiple offenses and corresponding actions taken. Comments about the incident can also be added.

Data for prior years cannot be updated; all fields and buttons are disabled.

If a court-ordered restriction exists, all incident data for the student is restricted.

Update data:

Select a student:

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .


(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
Incident Date	<p>The current date is displayed by default. Type the date of the incident in the MM DD YYYY format. (Do not type the hyphens, as they are automatically included.) Or, click <u>in</u> the field to select the date from a calendar.</p> <p>The date must be a membership date</p>
Incident Time	<p>The system (i.e., current) time is displayed by default. If necessary, click <u>in</u> the field to select the time of day when the incident occurred. Select AM or PM.</p>
Incident Nbr	<p>The six-digit incident number is displayed and cannot be modified.</p> <p>If you are adding a new incident, the number is automatically assigned when you save the record. The first available incident number is used, starting with 000001.</p> <p>TWEDS Data Element: DISCIPLINARY-INCIDENT-NUMBER (E1016)</p> <p>To add a student to an incident that involved multiple students, see instructions below for creating a multi-student incident.</p>
Reporting Period	<p>The field is automatically populated according to the incident date to display the period (1-6) for which the data will be reported. However, users may manually enter Indicator Codes 7, 8, or 9. This reporting period refers to the attendance cycle, not the class period.</p> <p>TWEDS Data Element: REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table C130)</p> <p>You can change the reporting period; however, the incident date must fall within that attendance cycle.</p> <p>This is a PEIMS field and is required.</p> <p>If you are adding a new incident that did not occur during the current school year, a message is displayed indicating that the incident date is not in the current school year. The reporting period is not automatically displayed but can be entered.</p>

Location of Incident	<p>Select the location in which the incident occurred. The drop-down list displays locations from Discipline > Tables > District Level > Location Codes. The PEIMS behavior location code is displayed in parentheses.</p> <p>This field is required if there is a PEIMS offense or action attached to the record.</p> <p>The field must be valid for the offense that is being extracted for PEIMS (i.e., either the extract for which Extract is selected, or the offense with the lowest code).</p> <p>TWEDS Data Element: BEHAVIOR-LOCATION-CODE (E1083) (Code table C190)</p>
Witnessed	Select if the incident was witnessed.
Parent Contacted	<p>Indicate if the parent <i>has been</i> or <i>will be</i> contacted about the incident.</p> <p>IMPORTANT: If a letter will be sent, you must select <i>Letter</i>.</p>
Contact Date	<p>Enter the date the parent was contacted if applicable.</p> <p>If you selected <i>Letter</i> in the Parent Contacted field, the Parent Contacted field is automatically updated from <i>Letter</i> to Yes when the letter is printed. The Contact Date field is updated to the date on which the letter was printed.</p>
Conference Requested	Select if a parent conference is requested.
Conference Date	Enter the conference date if applicable.
Informal Hearing	Select if an informal hearing is needed.
Appeal Expected	Select if an appeal is expected.
SSSP Team Review	<p>Select if team conducted a threat assessment related to a reported disciplinary incident.</p> <p>SAFE-SUPPORTIVE-SCHOOL-PROGRAM-TEAM-REVIEW (E1734) (TX-SafeSupportiveSchoolProgramTeamReview) indicates whether the Safe and Supportive School Program (SSSP) team conducted a threat assessment related to a reported disciplinary incident.</p>
Reported by	<p>Select the person or group who reported the incident. The drop-down list displays names from the following:</p> <ul style="list-style-type: none"> • Discipline > Maintenance > Tables > District Level > Reported By Group • Discipline > Maintenance > Tables > Campus Level > Reported By Person • Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor <p>NOTE: If the Advisor Number or First, Middle, or Last Name is changed on the Principal/Counselor tab in Registration, the Reported by ID or name field (respectively) for any corresponding Discipline records for the same school year and campus will be updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing Reported by information in the Discipline record.</p>

Administered by	<p>Select the person handling the incident and taking action. The drop-down list displays names from the following:</p> <ul style="list-style-type: none"> • Discipline > Tables > Campus Level > Administered By • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor <p>NOTE: If the Advisor Number or First, Middle, or Last Name is changed on the Principal/Counselor tab in Registration, the Administered by ID or name field (respectively) for any corresponding Discipline records for the same school year and campus will be updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing Administered by information in the Discipline record.</p>
Bully Reason	<p>If the incident involves bullying/harassment toward another student, select a reason (i.e., protected class):</p> <ul style="list-style-type: none"> • If a reason is selected, the Victim button is enabled when you save the record. • If <i>None</i> is selected, the Victim button remains disabled when you save the record. • If the incident is associated with a bully/harassment record, <i>None</i> is disabled.
Cyber	<p>Select to calculate the number of cyber bullying incidents entered when the PEIMS Offense Code is 61.</p> <p>TWEDS Data Element: NUMBER-OF-CYBERBULLYING-INCIDENTS (E1728)</p>

☐ In the offense (top) grid, click **+Add** to add an offense.


A blank row is added to both grids.

Offense	<p>Click  to select an offense code. The equivalent PEIMS code (if applicable) and offense description are displayed.</p> <p>TWEDS Data Element: DISCIPLINARY-ACTION-REASON-CODE (E1006) (Code table: C165)</p> <p>TWEDS Rules:</p> <ul style="list-style-type: none"> • Rule 44425-009: The date of the offense code must not be equal to or greater than September 1, 2021. • Rule 44425-0018: If the offense code is 27 or 28, the Act must be 02, 04-09, 11, 12, 14, 16-19, 26-32, 35-37, 46-48, 55, 57, or 60. • Rule 44425-0050: If the offense code is 21-23, 41, 55-56, or 61, the Location of Incident must be 00. • Rule 44425-0051: If the offense code is 09 or 10, the Location of Incident must be 04. • Rule 44425-0055: If the offense code is not 21-23, 41, 55-56, or 61, the Location of Incident must not be 00. • Rule 44425-0056: If the offense code is 01 or 59, the Location of Incident must be 01 or 03. • Rule 44425-0057: If the offense code is 04-07, 27, 28, 49, or 60, the Location of Incident must be 01-03. • Rule 44425-0058: If the offense code is 08, the Location of Incident must be 01-04. • Rule 44425-0059: If the offense code is 11, 12, 14, 16-19, 30-32, or 57, the Location of Incident must be 01-03 or 05. • Rule 44425-0060: If the offense code is 36 or 37, the Location of Incident must be 01, 03, or 05. • Rule 44425-0074: If the offense code is 01-05, 07-12, 15, 25, 50-53, 55-59, or 61, the Offense code must not be blank. • Rule 44425-0075: If the offense code is not 01-05, 07-12, 15, 25, 50-53, 55-59, or 61, the Offense code must be blank/not reported.
Level	Select the level of the offense, which indicates the extent of the discipline actions taken. These are district-defined levels which are maintained on Maintenance > Tables > District Level > Offense Level .
Extract	<p>Select for the offense that will be extracted to PEIMS. The field can only be selected for one offense per incident. The selected offense is used in the discipline reports and PEIMS discipline extract.</p> <p>NOTE: If multiple offenses are listed and Extract is not selected for any of them, the offense with the lowest PEIMS offense code is extracted.</p>

☐ In the action (bottom) grid, click **+Add** to add an action.

A blank row is added to the bottom grid.

Act

Click  to [select the action](#) taken as a result of the offense. The equivalent PEIMS code (if applicable) and action description are displayed.

Note: If an action has a PEIMS code, the corresponding offense must also have a PEIMS code.

TWEDS Data Element: DISCIPLINARY-ACTION-CODE (E1005) (Code table C164)

If the action code is 01-04, 07-12, 15, 50-59, or 61, you can override the action with code 27 or 28:

- Code 27 can only be used if the student is in special education on the incident date.
- Code 28 can be used for non-special education students. The offense code must be 02, 04-09, 11-14, 16-19, 26-32, 35-37, 46-48, 55, or 57.
- Codes 27 and 28 cannot both be reported on different records with the same student ID, incident number, and campus of disciplinary responsibility.

If you are overriding with code 27 or 28, you must create an additional row with code 27 or 28. A message is displayed indicating that a second action record is needed. Click **+Add** to add the second action.

[Rules for code 27:](#)

Special Education Student	Qualifying Offense	Mandatory Action	Code 27	Alternative Action	Type of Message
No	No/Yes	No/Yes	Yes	No/Yes	Error; do not allow
Yes	No	No	Yes	No	Error; no qualifying offense
Yes	Yes	No	Yes	No	Error; force second action record
Yes	Yes	Yes	Yes	No	Warning; continue processing
Yes	Yes	Yes	Yes	Yes	Warning; continue processing
Yes	Yes	No	Yes	Yes	No message; process record
Yes	Yes	No	No	Yes	Warning; continue processing
Yes	Yes	Yes	No	Yes	No message; process record

Campus Resp

Type the three-digit campus ID at which the student was enrolled when the discipline incident occurred and the disciplinary action assigned.

TWEDS Data Element: CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY (E1037)

Discp Actn Date	<p>Enter the date that the disciplinary assignment (i.e., action) was ordered. The date is not necessarily the date on which the incident occurred.</p> <p>TWEDS Data Element: DATE-OF-DISCIPLINARY-ACTION (E1036)</p> <p>TWEDS Rules:</p> <ul style="list-style-type: none"> • Rule 44425-0034: The date must be on or after June 1 of the beginning school year. • Rule 44425-0035: The date must be on or after August 1 of the beginning school year and on or before July 1 of the ending school year.
From Date To Date	<p>Enter the date range when the disciplinary assignment will be carried out. If you leave the To Date field blank, the date in the From Date field is added when you save the record.</p>
Official Length	<p>If the action has an equivalent PEIMS code, you must type the official three-digit number of days of the student's disciplinary assignment (e.g., 005). The official length cannot be 000 unless the action code is 27, 28, or 29.</p> <p>TWEDS Data Element: OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1007)</p>
Actual Length	<p>Type the actual number of days of the student's disciplinary assignment using a three-digit whole number (e.g., 003). If blank, the field is automatically populated with the value in the Official Length field when the record is saved.</p> <p>TWEDS Data Element: ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1008)</p>
Diff Code	<p>If the Official Length and Actual Length are different, select the reason.</p> <p>TWEDS Data Element: DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE (E1009) (Code table C166)</p>
Campus Assignment	<p>Type the three-digit campus ID to which the student is assigned for the disciplinary action.</p> <p>TWEDS Data Element: CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT (E1003)</p> <p>The field is required unless the action code is 06, 07, or 26.</p> <p>If the action code is 06, 07, or 26 and the field is blank, the value in the Campus Resp field is entered when you save the record.</p> <p>The field must be blank if the action code is 01, 05, 25, 27-29, 50, or C3.</p>
Amount	<p>(Optional) Type a value indicating the extent of the action prescribed, up to 10 characters. The field can be used as needed to indicate how much of the disciplinary action actually occurred (e.g., 1 hour or 100%). This field is not reported to PEIMS.</p>
Action Nbr	<p>If an equivalent PEIMS code exists for the action, the action number automatically assigned during the PEIMS discipline extract is displayed.</p> <p>TWEDS Data Element: DISCIPLINARY-ACTION-NUMBER (E1004)</p>
Inconsistent	<p>Indicates whether an out-of-school suspension, disciplinary alternative education program placement, or expulsion action is inconsistent with a local education agency's student code of conduct.</p> <p>TWEDS Data Element: INCONSISTENT-CODE-OF-CONDUCT-INDICATOR-CODE (E1656)</p>

☐ Click **Save**.

☐ Or, click **Save and Add** to save the changes and clear the page to add a new incident for the same

student.










Create a multi-student incident:

The **Multi Student Incident** button is not enabled until the incident is saved.

1. Click **Multi Student Incident**. The student ID and student name are cleared from the page; however, the incident information remains in the fields.
2. Retrieve the next student as described previously.
3. Update any incident data as needed, and then click **Save**. The student's name is added under **Students** below the **Multi Student Incident** button.
4. Click **Multi Student Incident** again to add another student.
5. Click **Save**.

Notes about multi-student incidents:

- If an incident is restricted by court order for one or more students involved in a multi-student incident, "Student Restricted" is displayed in place of the student's name, and no information about the student is provided. Note that if a restricted incident involved only one student, that incident cannot be retrieved to the page.
- In the **Offense** field, only the current offense (action reason code) or an offense with an equivalent PEIMS code of 23 (*Emergency Placement/Expulsion*) can be selected.
- If the **Date**, **Time**, **Reported by**, or **Location of Incident** fields are changed for a multi-student incident, a warning message is displayed. Click **Yes** to update the changed information for all students attached to the incident. Otherwise, click **No**.
 - If the record has an equivalent PEIMS offense code of 23 and you change the **Location of Incident**, that location code is not saved to any of the other students connected to the record.
 - If the record does not have an equivalent PEIMS offense code of 23 and you change the **Location of Incident**, the location is save to the student records connected to the incident that do not have an equivalent PEIMS offense code of 23. The new location is not saved to the student records that do have an equivalent PEIMS offense code of 23.

	<p>Delete an offense or action.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
Documents	View or attach supporting documentation.
Save and Add	Click to save the changes, and clear the page to add a new incident for the same student.
Delete Incident	Click to delete the incident record.
Victim	<p>Click to go to the Victim Information tab where you can add, change, or delete victim information.</p> <p>The button is not enabled until the incident is saved with a Bully Reason selected.</p> <p>If victim information exists for the incident, the button is outlined in red.</p>
Restraint	<p>Click to go to the Restraint Information tab where you can add, change, or delete restraint information.</p> <p>The button is not enabled until the incident is saved.</p> <p>If restraint information exists for the incident, the button is outlined in red.</p>
Print Profile	<p>Click to print the student's Discipline Profile Report. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> <p>The program attempts to duplicate the labels on the associated screen, to use as report headers. For long labels, some words may be abbreviated.</p> <ul style="list-style-type: none"> • When the report is displayed on the screen, the entire header displays. • When the report is saved as a PDF, parts of the headers may not be displayed due to a space restrictions (e.g., when formatting eight columns to a PDF page). • When the report is saved as a CSV, the entire header is saved. (The columns may need to be widened to view the entire text.)

Picture	<p>Click to add a photo related to the incident. The button is not enabled until the incident record is saved.</p> <p>The Incident Picture pop-up window opens allowing you to upload or delete the photo.</p> <ol style="list-style-type: none"> 1. Click Browse. Locate and select the photo. 2. Click Save. The picture is saved to the database and is displayed in the photo window. <table border="1" data-bbox="392 479 1241 566"> <tr> <td>Delete</td><td>Click to delete the photo.</td></tr> <tr> <td>Cancel</td><td>Click to close the window without making any changes.</td></tr> </table> <p>If a picture has been uploaded for the incident, a camera icon is displayed on the button.</p>	Delete	Click to delete the photo.	Cancel	Click to close the window without making any changes.
Delete	Click to delete the photo.				
Cancel	Click to close the window without making any changes.				
Comments	<p>Click to add comments related to the incident. The comments pop-up window opens:</p> <ul style="list-style-type: none"> • Type comments related to the incident, and then click OK. • Click Cancel to close the window without updating the comments. <p>Click Save. Or, click Save and Add to save the changes and clear the page to add a new incident for the same student.</p> <p>If comments already exist for the incident, a paperclip icon is displayed on the button.</p>				
Inquiry	Click to return to the Inquiry page.				
Return to Referrals	If you arrived at this page from Maintenance > Referrals , click the button to return to the Referrals page. The button is displayed even if you are not a discipline approver, but you must have security rights to use the Referrals page.				

Victim Information

Discipline > Maintenance > Student > Maintenance > Victim Information

This page allows you to add, modify, or delete student information related to bullying and harassment incidents.

If a court-ordered restriction exists, all incident data for the student is restricted.

Update data:

If you accessed this page by clicking **Victim** on the Maintenance tab, the Victim Information tab displays the offending student's discipline incident information in the **Bully/Harass Reason** (middle) grid. Click **Save** if no changes are needed.

- **Incident Victims** can only be added to an existing discipline incident record (i.e., you accessed the page by clicking **Victim** on the Maintenance tab).
- The **Victim** button is only enabled when the **Bully Reason** field on the Maintenance tab is set to a value other than *None*.
- The **Incident Victims** (bottom) grid remains blank if the victim record is not associated with an existing discipline incident record.

Select a student:

☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
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Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory (photo)	<p>Click to select a student from the Directory.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

NOTE: On the Victim Information tab, the **Student** autosuggest field allows access to *all* students in the district, not just those at the campus you are logged on to.

(The middle grid where a victim record can be added that is not associated with an existing discipline incident record will be used in future development. Currently, only victim information can be added that is associated with an existing discipline incident record.)

In the middle grid, click **+Add** to add a victim record that is *not* associated with an existing discipline incident record. A blank row is added to the grid.

Date	<p>The current date is displayed by default. Type the date of the incident in the MM DD YYYY format. (Do not type the hyphens, as they are automatically included.) Or, click <u>in</u> the field to select the date from a calendar.</p> <p>The date must be a membership date.</p>
Time	<p>The system (i.e., current) time is displayed by default. If necessary, click <u>in</u> the field to select the time of day when the incident occurred. Select AM or PM.</p>

Reported By	<p>Select the person or group who reported the incident. The drop-down list displays names from the following:</p> <ul style="list-style-type: none"> • Discipline > Maintenance > Tables > District Level > Reported By Group • Discipline > Maintenance > Tables > Campus Level > Reported By Person • Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor <p>NOTE: If the Advisor Number or First, Middle, or Last Name is changed on the Principal/Counselor tab in Registration, the Reported by ID or name field (respectively) for any corresponding Discipline records for the same school year and campus will be updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing Reported by information in the Discipline record.</p> <p>If you accessed the page by clicking Victim on the Maintenance tab, the field displays the person or group who reported the associated discipline incident, and the data is read-only.</p>
Reason for Bullying/Harassment	Select the reason that the bullying/harassment occurred (i.e., the protected class).

The following fields only apply if the victim record is associated with a discipline incident record (i.e., you accessed the page by clicking **Victim** on the Maintenance tab):

Incident Number	<p>If the bullying incident is associated with a discipline incident record, the six-digit incident number is displayed and cannot be modified. This number is assigned when the discipline incident record is saved.</p> <p>If the bullying incident was entered from this page and is not associated with a discipline incident record, “-NONE-” is displayed.</p>
Campus ID	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking Victim on the Maintenance tab), the three-digit campus ID of the <i>offending</i> student is displayed. Otherwise, a dash is displayed.
Student ID	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking Victim on the Maintenance tab), the student ID of the <i>offending</i> student is displayed. Otherwise, a dash is displayed.
Name	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking Victim on the Maintenance tab), the <i>offending</i> student's name is displayed. Otherwise, “Offender Unknown” is displayed.


Click **Save**.

Or, click **Save and Add** to save the changes and clear the page to add a new incident for the same student.

Other functions and features:



Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

If you delete a record from the **Bully/Harass Reason** (middle) grid, the associated student data record in the **Incident Victims** (bottom) grid is also deleted, and vice versa.

Restraint Information

Discipline > Maintenance > Student > Maintenance > Restraint Information

This page allows you to add, modify, or delete a student's restraint information. This tab is used to report all discipline-related restraints, including disciplinary restraints of special education students.

If a court-ordered restriction exists, all incident data for the student is restricted.

Update data:

Select a student:


☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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☐ Click **+Add** to add a restraint. A blank row is added to the grid.

Or, access this page by clicking **Restraint** on [Maintenance > Student > Maintenance](#) once you have saved an incident.

Campus	<p>Click  to select the campus at which the student was restrained, which is not necessarily the campus where the student is enrolled.</p> <p>TWEDS Data Element: CAMPUS-ID-OF-RESTRAINT-EVENT (E1032)</p>
Date	<p>The current date is displayed by default. Type the date of the incident in the MM DD YYYY format. (Do not type the hyphens, as they are automatically included.) Or, click in the field to select the date from a calendar.</p> <p>TWEDS Data Element: DATE-OF-RESTRAINT-EVENT (E1034)</p>
Time	<p>The system (i.e., current) time is displayed by default. If necessary, click in the field to select the time of day when the incident occurred. Select AM or PM.</p>
Restraint Type	<p>Select the restraint type used to restrain the student.</p>
Period	<p>The field is automatically populated according to the incident date to display the period (1-6) for which the data will be reported. However, users may manually enter Indicator Codes 7, 8, or 9. This reporting period refers to the attendance cycle, not the class period.</p> <p>TWEDS Data Element: REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table C130)</p>
Incident Nbr	<p>If the restraint incident is associated with a discipline incident record, the six-digit incident number is displayed and cannot be modified. This number is assigned when the discipline incident record is saved.</p> <p>If the restraint incident was entered from this page and is not associated with a discipline incident record, "-NONE-" is displayed.</p>

Reason	<p>The field is automatically set to <i>08 Restrnt by Dist Police or Resource Offic</i> and cannot be changed. If you hove the cursor over the code, the description is displayed.</p> <p>TWEDS Data Element: RESTRAINT-REASON-CODE (E1033) (Code table C173)</p> <p>NOTE: Spec Ed student restraint information must also be added on Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint.</p>
Staff Type	<p>The field is automatically set to <i>02 District police officer or resource office (SRO)</i> and cannot be changed. If you hove the cursor over the code, the description is displayed. Only discipline restraint records with a restraint staff type code of 02 are extracted to PEIMS.</p> <p>TWEDS Data Element: RESTRAINT-STAFF-TYPE-CODE (E1516) (Code table C194)</p> <p>NOTE: Spec Ed student restraint information must also be added on Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint.</p>
Instance Nbr	<p>The unique, six-digit number that is automatically assigned to the restraint incident is displayed. The number is assigned district-wide to all discipline and special education restraint incidents. The field is required for PEIMS reporting.</p> <p>The next available instance number is assigned automatically by comparing the maximum discipline and special education restraint instance number and adding one. For example, if the maximum discipline restraint instance number is 000004, and the maximum special education restraint instance number is 000005, then the next restraint instance number to be assigned will be 000006.</p> <p>TWEDS Data Element: RESTRAINT-INSTANCE-NUMBER (E1035)</p>
Prim Disability	The student's primary disability code and description are displayed.
Instr Setting	<p>The student's current instructional setting code and description are displayed.</p> <p>TWEDS Data Element: INSTRUCTIONAL-SETTING-CODE (E0173) (Code table C035)</p>

☐ Click **Save**.

	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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Discipline Reports

Discipline > Reports > Discipline

This page allows you to select the report you want to generate.

You may select prior year records or change campuses by clicking on **Change** and selecting from the drop-down menus.

Preview

PDF

CSV

Clear Options

Daily Log Report Group

[SHS0300 - Nurse's Daily Log Summary](#)
[SHS0350 - Nurse's Daily Log Detail](#)

Immunizations Report Group

[SHS0102 - Immunization Due Report](#)
[SHS0110 - Annual Immunization Status Report \(DSHS\)](#)
[SHS0130 - Provisional Enrollment List](#)
[SHS0800 - Student Immunization List](#)

Screenings Report Group

[SHS0250 - Hearing Screening Due List](#)
[SHS0251 - Vision Screening Due List](#)
[SHS0290 - Spinal Screening Due List](#)
[SHS0291 - Acanthosis Screening Due List](#)
[SHS0295 - Vision Screening Report \(DSHS\)](#)
[SHS0296 - Hearing Screening Report \(DSHS\)](#)
[SHS0297 - Spinal Screening Report \(DSHS\)](#)
[SHS0298 - Acanthosis Screening Report \(TRAT2DC\)](#)
[SHS0825 - Screening Problem Report](#)

Student Report Group

[SHS0160 - Tuberculosis Test Due List](#)
[SHS0400 - Rolodex Cards](#)
[SHS0810 - Medical Profile Report](#)
[SHS0820 - Accident Report](#)
[SHS0830 - Medical Condition Report](#)
[SHS0835 - Communicable Diseases Report](#)
[SHS0840 - Medical Alert Report](#)
[SHS0900 - Emergency Profile Report](#)

SHS0300 - Nurse's Daily Log Summary

Parameter Description	Value	List
Begin Date (MMDDYYYY, Blank for All)	<input type="text"/>	
End Date (MMDDYYYY, Blank=Begin Date)	<input type="text"/>	
Begin Period (##, Blank for All)	<input type="text"/>	
End Period (##, Blank=Begin Period)	<input type="text"/>	
Campus ID (Blank for All)	<input type="text" value="001"/>	
Visitor Type (01-03, 99, Blank for All)	<input type="text"/>	
Activity Code (01-23, 99, Blank for All)	<input type="text"/>	
Student ID (Blank for All)	<input type="text"/>	
Acute/Chronic Illness (A,C, Blank for All)	<input type="text"/>	
Communicable Disease (Y,N, Blank for All)	<input type="text"/>	
Initial/Follow-up Visit (I,F, Blank for All)	<input type="text"/>	
Injury (Y,N, Blank for All)	<input type="text"/>	

Select a report:

All available reports are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.

☐ Click a report name to select it. The parameters for the selected report are displayed on the right side of the page.




☐ Type or select the report options. **Parameters in bold are required.**

☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

- **Preview** - Click to generate the HTML view of the report. [Review, save and/or print the report.](#)
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - This option is not available for this report.
- **Clear Options** - Click to clear data from all parameter fields.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	<p>Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p> <table border="1"> <tr> <td data-bbox="210 1153 518 1265">(Left grid) Columns Available for Sorting</td><td data-bbox="525 1153 1481 1301">Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns. Continue moving columns to the right grid as needed.</td></tr> <tr> <td data-bbox="210 1310 518 1377">(Right grid) Sort Columns</td><td data-bbox="525 1310 1481 1592"> <p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p> </td></tr> </table> <p>Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.</p>	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.	(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>
(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click  to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.				
(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location.</p> <p>In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.</p> <p>To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>				

Filter	Filter report data:	
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.	
	From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section.	
	If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.	
	Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.	
	Field	Description
	Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.
	Other functions and features:	
	Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.
	Click OK to apply the selected filter criteria to the report.	
	Click Cancel to close the dialog box without applying a filter.	
	Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
	Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.





SDS0100 - Discipline - Detailed Incident Report

Discipline > Reports > Discipline > SDS0100 - Discipline - Detailed Incident Report

This report lists student offense records, including demographic, schedule, offense, and action information. If a date range is entered, it is displayed in the report heading. The report also indicates the offense codes that will be extracted for PEIMS.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Include Discipline Comments (Y, N)	Y - Include discipline comments. N - Do not include discipline comments.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students. You can type or select up to 300 student IDs.
From Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. If a beginning date is entered, an ending date must be entered.
To Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. If a beginning date is entered, an ending date must be entered.

Parameter	Description
Admin By IDs (Blank for All)	Type the three-character Administered By ID or Principal/Counselor ID to run the report for one ID. Leave blank to run the report for all offenses.
Include Blank Admin By IDs (Y, N)	Y - Include offenses that have a blank Administered By ID. N - Do not include offenses that have a blank Administered By ID.
Sort Order(A = Alpha, G = Grade, I = Student ID, Blank = A)	A or blank - Sort alphabetically. G - Sort by grade level. I - Sort by ID.
Print One Student Per Page (Y, N, Blank = N)	Y - Print one student per page. N or blank - Print with normal page breaks (more than one student to a page).


SDS0200 - Special Ed Students in Discipline Settings

Discipline > Reports > Discipline > SDS0200 - Special Ed Students in Discipline Settings

This report lists students who are in special education and in a disciplinary setting. Students with the specified official or actual length of the disciplinary assignment and an equivalent PEIMS code for the action are included. An error report is printed for offense records that do not have corresponding action records.

This report exists in Discipline and in Special Ed.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Number of Official or Actual Days (001-099)	Type the number of days of the official or actual disciplinary assignment for which to run the report.
Active Code (1 = Active, 2 = Inactive, Blank for All)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
Report	Select one: Special Ed Students in Discpln Settings - Print only the Special Ed Students in Discipline Settings report. Error Report - Print only the error report.

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies'. The window has a title bar with 'Sort/Filter' and 'Reset' buttons. Below the title bar, the report name and 'Program ID: SDS1700' are displayed. The main area is divided into two sections: 'Sort Criteria' (expanded) and 'Filter Criteria' (collapsed). The 'Sort Criteria' section contains two grids. The 'Columns Available for Sorting' grid lists various fields: 'Discp Actn Date (YYYYMMDD)', 'Discrepancy ISS/OSS', 'From Date (YYYYMMDD)', 'Grd Lvl', 'Incident Number', 'Name', 'PEIMS Action Code', 'Period 00', 'Period 01', and 'Period 02'. The 'Sort Columns' grid shows 'Attendance Date (YYYYMMDD)' and 'Campus ID', both with 'Ascending' order selected. Navigation buttons '>' and '<' are between the grids. At the bottom, there are 'OK' and 'Cancel' buttons.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.





Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS0250 - Discipline Student Restraint

Discipline > Reports > Discipline > SDS0250 - Discipline Student Restraint

This report lists student totals for instances of mechanical restraint, physical restraint, and seclusion.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.
IDEA Students (Y, N, Blank = All)	The Individuals with Disabilities Education Act (IDEA) refers to students who are receiving special education services through Public Law 105-17. Y - Include IDEA students only. N - Include non-IDEA students only. Blank - Include all students meeting the restraint criteria.
Restraint Type (M = Mechanical, P = Physical, S = Seclusion, Blank for All)	M - Include mechanical restraints. P - Include physical restraints. S - Include seclusion restraints. Blank - Include all restraint types.
Reporting Period (Blank, 1-6)	Type the one-digit reporting period (cycle). Or, click  to select the reporting period . If a value is selected, the From Restraint and To Restraint date parameters must be blank. The report will reflect the dates associated with the selected reporting period (cycle) according to the PEIMS attendance calendar.

Parameter	Description
From Restraint Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. The field is required if the Reporting Period is blank. If the Reporting Period is not blank, the first date of the associated reporting period from the PEIMS attendance calendar is used.
To Restraint Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave blank to use the current date.
Print Parameters (Y, N, Blank = N)	Y - Print the report parameters used. They will print on the last page of the report. N or blank - Do not print the parameters.






SDS0260 - Discipline Offender Bully Harass Report

Discipline > Reports > Discipline > SDS0260 - Discipline Offender Bully Harass Report

This report lists bullying/harassment incident information by offender.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
IDEA Students (Y, N, Blank = All)	The Individuals with Disabilities Education Act (IDEA) refers to students who are receiving special education services through Public Law 105-17. Y - Include IDEA students only. N - Include non-IDEA students only. Blank - Include all students meeting the restraint criteria.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Bully Reason (Blank for All)	Type the one-character bully reason, click  to select the bully reason , or leave blank to select all bully reasons.
From Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
To Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave blank to use the current date.
Print Parameters (Y, N, Blank = N)	Y - Print the report parameters used. They will print on the last page of the report. N or blank - Do not print the parameters.

Parameter	Description
Print Summary Report (Y, N)	<p><i>Y</i> - Print only a summary of the bully, victim, and offense reasons broken down by grade level and ethnicity aggregate-race. These are total counts only.</p> <p><i>N</i> - Print a detailed list of both bullies and victims as well as a summary of the bully, victim, and offense reasons broken down by grade level and ethnicity aggregate-race.</p>






SDS0265 - Discipline Victim Bully Harass Report

Discipline > Reports > Discipline > SDS0265 - Discipline Victim Bully Harass Report

This report lists bullying/harassment incident information by victim.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
IDEA Students (Y, N, Blank = All)	The Individuals with Disabilities Education Act (IDEA) refers to students who are receiving special education services through Public Law 105-17. Y - Include IDEA students only. N - Include non-IDEA students only. Blank - Include all students meeting the restraint criteria.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Bully Reason (Blank for All)	Type the one-character bully reason, click  to select the bully reason , or leave blank to select all bully reasons.
From Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
To Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave blank to use the current date.
Print Parameters (Y, N, Blank = N)	Y - Print the report parameters used. They will print on the last page of the report. N or blank - Do not print the parameters.




Parameter	Description
Print Summary Report (Y, N)	<p><i>Y</i> - Print only a summary of the bully, victim, and offense reasons broken down by grade level and ethnicity aggregate-race. These are total counts only.</p> <p><i>N</i> - Print a detailed list of both bullies and victims as well as a summary of the bully, victim, and offense reasons broken down by grade level and ethnicity aggregate-race.</p>

SDS0300 - Bil/ESL Students in Discipline Settings

Discipline > Reports > Discipline > SDS0300 - Bil/ESL Students in Discipline Settings

This report lists students who are in a bilingual/ESL program and in a disciplinary setting. The report displays students with the specified official or actual length of the disciplinary assignment and an equivalent PEIMS code for the action. An error report can be printed for offense records that do not have corresponding action records.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Number of Official or Actual Days (001-099)	Type the number of days of the official or actual disciplinary assignment for which to run the report.
Active Code (1 = Active, 2 = Inactive, Blank for All)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
From Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave blank to run the report for the entire year. The From and To Action Date parameters must both be blank or both contain values.
To Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave blank to run the report for the entire year.
Report	Select one: Bil/ESL Students in Discipline Settings - Print only the Bil/ESL Students in Discipline Settings report. Error Report - Print only the error report.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS0500 - Discipline Action Listing

Discipline > Reports > Discipline > SDS0500 - Discipline Action Listing

This report lists the disciplinary actions taken against students who committed offenses, including instructor and offense information. The report can also be used as the In-School Suspension (ISS) Notification report using the filter function and action code 06 or B1.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students. You can type or select up to 300 student IDs.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS0700 - TEA DFSCA Evaluation Report

Discipline > Reports > Discipline > SDS0700 - TEA DFSCA Evaluation Report

This report provides a summary of offenses committed by elementary, middle, and high school students and the disciplinary actions taken against them for the TEA Drug-Free Schools and Communities Act (DFSCA). It also summarizes the number of weapons confiscated.

If a court-ordered restriction exists, all incident data for the student is restricted.


Offense and Action Codes

Offense and action codes associated with the counts for each local problem indicator:

Local Problem Indicator	Offense Code	Action Code
1	0033, 0004-0006, 0201-0203, 0901-0905, 1001-1005	
2	0033, 0004-0006, 0201-0203, 0901-0905, 1001-1005	A3
3	0034, 1310	
4	0033, 0004-0006, 0201-0203, 0901-0905, 1001-1005	03, 04, A1, A2
5		03, 04, 07, A1, A2
6	0033, 0004-0006, 0201-0203, 0901-0905, 1001-1005	05, C3
7		05, C3
8	0033, 0004-0006, 0201-0203, 0901-0905, 1001-1005	01, 50, A9
9		01, 50, A9
10	0030, 0501	
11	0029, 0601	
12	0022, 0704	
13	0706	
14	0707	
15		D1
16		D2

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.

Parameter	Description
Campus ID (Blank for All)	<p>Type the three-digit campus ID, or click  to select the campus. Leave blank to select all campuses in the district.</p> <p>NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.</p>
Include Withdrawn Students (Y, N)	<p>Y - Include withdrawn students.</p> <p>N - Do not include withdrawn students.</p>


SDS0800 - Offense Summary Report

Discipline > Reports > Discipline > SDS0800 - Offense Summary Report

This report summarizes the number of offenses per cycle and is sorted by offense code.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS0900 - Action Summary Report

Discipline > Reports > Discipline > SDS0900 - Action Summary Report

This report summarizes the number of actions taken per cycle and is sorted by action code.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS1000 - PEIMS Report

Discipline > Reports > Discipline > SDS1000 - PEIMS Report

This report prints PEIMS discipline data by grade level and campus. For each incident listed, the first action and offense with a PEIMS code are displayed, and the offense code that will be extracted for PEIMS is indicated.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
From Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
To Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. If you enter a From Date , the To Date is required.
Print Student SSN (Y, N, M)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number. M - Print the masked social security number (e.g., XXX-XX-1234).

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies'. The window has a title bar with 'Sort/Filter' and 'Reset' buttons. Below the title bar, the report name and 'Program ID: SDS1700' are displayed. The main area is divided into two sections: 'Sort Criteria' (expanded) and 'Filter Criteria' (collapsed). The 'Sort Criteria' section contains two grids. The 'Columns Available for Sorting' grid lists various fields: 'Discp Actn Date (YYYYMMDD)', 'Discrepancy ISS/OSS', 'From Date (YYYYMMDD)', 'Grd Lvl', 'Incident Number', 'Name', 'PEIMS Action Code', 'Period 00', 'Period 01', and 'Period 02'. The 'Sort Columns' grid shows 'Attendance Date (YYYYMMDD)' and 'Campus ID', both with 'Ascending' order selected. Navigation buttons '>' and '<' are between the grids. At the bottom, there are 'OK' and 'Cancel' buttons.

(Left grid) Columns Available for Sorting

Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.

(Right grid) Sort Columns

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

- In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
- To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS1100 - Incident Number Discipline Report

Discipline > Reports > Discipline > SDS1100 - Incident Number Discipline Report

This report prints detailed incident information by incident number for each student and indicates which offense code will be extracted for PEIMS.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Beginning School Year (YYYY)	Type the four-digit beginning school year.
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024. The report can only be run for one school year at a time, not for a range of school years, so these parameters should reflect the same school year (e.g., 2018-2019).
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Include Discipline Comments (Y, N)	Y - Include discipline comments. N - Do not include discipline comments.
From Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
To Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
Beginning Incident Number	To include a specific range of incident numbers, type the six-digit beginning number.
Ending Incident Number	To include a specific range of incident numbers, type the six-digit ending number.

Parameter	Description
Print Student SSN (Y, N, M)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number. M - Print the masked social security number (e.g., XXX-XX-1234).
Multi Student Incidents Only (Y, N)	Y - Include only incidents with multiple students. N - Include incidents with single and multiple students.


SDS1200 - Incident Records (Multi-PEIMS Offenses)

Discipline > Reports > Discipline > SDS1200 - Incident Records (Multi-PEIMS Offenses)

This report displays all incidents with multiple PEIMS offenses, indicates which offense code will be extracted for PEIMS, and indicates the order in which PEIMS offenses will be extracted. The report is sorted by name, student ID, PEIMS extract, and offense code. The report is used to validate the data being submitted in the PEIMS discipline data extract.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Print Student SSN (Y, N, M)	Y - Print the entire social security number. N - Print XXX-XX-XXXX for the social security number. M - Print the masked social security number (e.g., XXX-XX-1234).

SDS1300 - Discipline Audit Report (PEIMS Edits)

Discipline > Reports > Discipline > SDS1300 - Discipline Audit Report (PEIMS Edits)




This report lists students who will trigger PEIMS edit and/or performance-based monitoring errors: Rule 44425-0011, 44425-0012, 44425-0026, 44425-0027, 44425-0029, 44425-0037, 44425-0047, 44425-0048, 44425-0050, 44425-0051, and 9999 (i.e., PEIMS action is missing the PEIMS offense code).

Edits that trigger errors on the report:

- Rule 44425-0051: If the disciplinary action reason code is 09 or 10, the behavior location code must be 04.
- Rule 44425-0050: If the disciplinary action reason code is 21-23, 33-34, 41-44, or 55-56, the behavior location code must be 00.
- Rule 44425-000B: The **Inc Loc** column cannot be blank for the 2013 school year and beyond.

If a record has an edit error and no incident number, an asterisk is displayed in the **Incident Nbr** column, and a warning message is displayed.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
From Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
To Incident Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS1400 - Offenses 'Reported By' Summary Report

Discipline > Reports > Discipline > SDS1400 - Offenses 'Reported By' Summary Report

This report displays the percentage of offenses reported by the persons who reported incidents. The percentage displayed is based on the number of offenses reported for an offense code by a particular person/group divided by the total number of offenses reported for the whole campus.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:





Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID	Type the three-digit campus ID, or click  to select the campus .
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Reported By IDs (Blank for All)	Type the three-character Reported By ID to run the report for one ID. Leave blank to run the report for all offenses.
Include Blank Reported By IDs (Y, N)	Y - Include offenses that have a blank Reported By ID. These offenses will be printed on the Reported By = blank page. N - Do not include offenses have a blank Reported By ID.


SDS1600 - Student Suspensions/Expulsions Report

Discipline > Reports > Discipline > SDS1600 - Student Suspensions/Expulsions Report

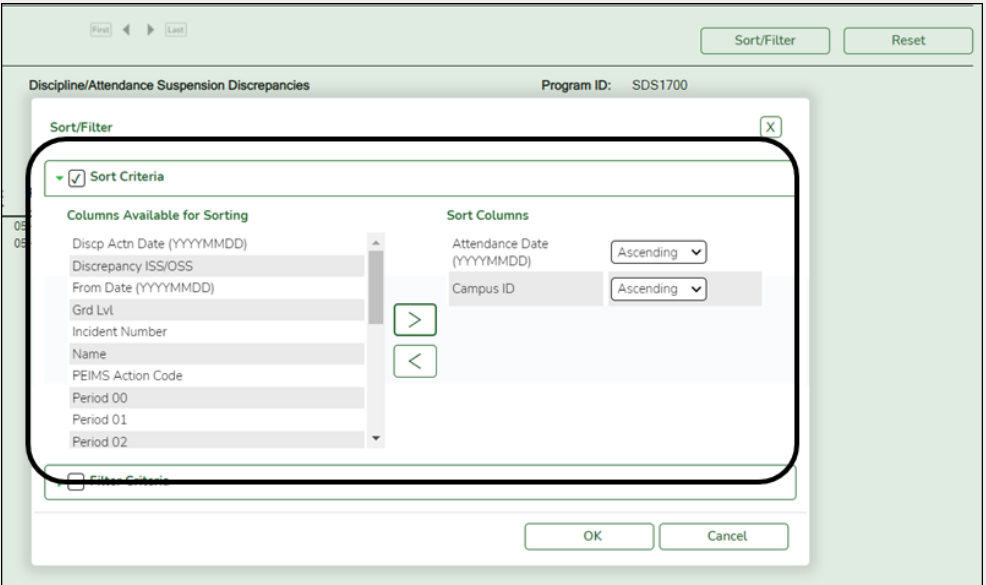


This report lists all students who have received one or more in-school suspensions, out-of-school suspensions, expulsions with educational services, and expulsions without educational services. The report title changes according to the selected report parameters.

Run the report:

Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.
In-School Suspensions (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an in-school suspension (i.e., 06 and 26). N or blank - Do not include these students.
Out-of-School Suspensions (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an out-of-school suspension (i.e., 05 and 25). N or blank - Do not include these students.
Expulsions with Educational Services (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an expulsion with educational services (i.e., 02, 03, 04, 15, 51, 52, 53, 56, 58, and 61). N or blank - Do not include these students.
Expulsions with Educational Services (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an expulsion without educational services (i.e., 01 and 50). N or blank - Do not include these students.
From Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.

Parameter	Description
To Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave blank to use the current date. If retrieving data for a prior school year, enter a date, or leave blank to use the last date of the school year.
Print Parameters (Y, N, Blank = N)	Y - Print the report parameters used. They will print on the last page of the report. N or blank - Do not print the parameters.

Other functions and features:

Sort	<p>Sort report data.</p> <p>You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.</p> <p>In the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p> 
(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click  to move it back to the left grid.
Select the Sort Criteria check box and click OK to apply the selected sort criteria to the report.	
Click Cancel to close the window without re-sorting.	

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS1700 - Discipline Suspension Attendance Verification

Discipline > Reports > Discipline > SDS1700 - Discipline Suspension Attendance Verification




This report provides information from student discipline and attendance records, and flags discrepancies between the two, which allows you to review for attendance posting discrepancies on days that a student was suspended, and provide notifications as needed. You can retrieve the student's attendance data for the specific days on which the student was assigned in-school suspension (ISS) or out-of-school suspension (OSS) to verify that the attendance data is accurate. For district Average Daily Attendance (ADA) reporting purposes, a student assigned ISS should not be counted absent if he is present in the ISS classroom. Additionally, a student who is assigned OSS should not be counted present because he should not be in attendance on the assigned days.

The information displayed on the report is collected from the ASCENDER Student Discipline and Attendance applications.

This report exists in Attendance and in Discipline.

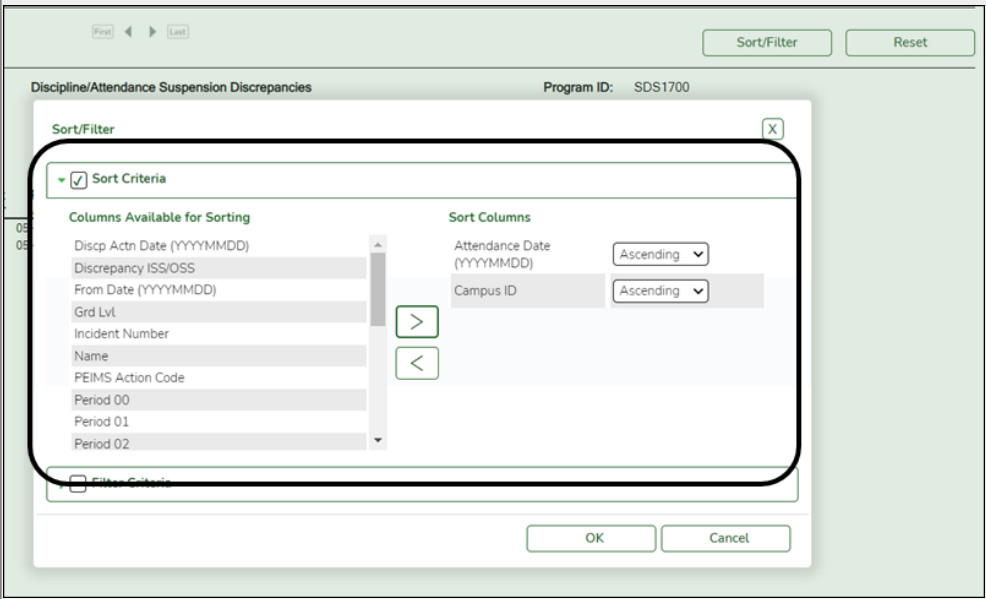





This report is for the current year only.

Run the report:

Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.
In-School Suspensions (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an in-school suspension (i.e., 06 and 26). N or blank - Do not include these students. If N or blank, Out-of-School Suspensions must be Y.

Parameter	Description
Out-of-School Suspensions (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an out-of-school suspension (i.e., 05 and 25). N or blank - Do not include these students. If N or blank, In-School Suspensions must be Y.
Discrepancy Only (Y, N, Blank = N)	Y - Include only ISS or OSS students with attendance discrepancies during suspension. If selected, the report title changes to Discipline/Attendance Suspension Discrepancies Report. N or blank - Include both students with no discrepancies and students with discrepancies.
Period (A = ADA Period Only, Blank for All)	A - Include only discrepancies during the ADA period. If selected, a track legend is displayed in the report heading below campus ID. blank - Include all discrepancies.

Other functions and features:

Sort	<p>Sort report data.</p> <p>You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.</p> <p>In the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p>			
				
	<table border="1"> <tr> <td>(Left grid) Columns Available for Sorting</td><td>Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.</td></tr> <tr> <td>(Right grid) Sort Columns</td><td> <p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a field from the sort, select the field, and then click  to move it back to the left grid. </td></tr> </table> <p>Select the Sort Criteria check box and click OK to apply the selected sort criteria to the report.</p> <p>Click Cancel to close the window without re-sorting.</p>	(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.	(Right grid) Sort Columns
(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.			
(Right grid) Sort Columns	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a field from the sort, select the field, and then click  to move it back to the left grid. 			

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.




Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS1800 - Career Tech Students in Discipline Settings

Discipline > Reports > Discipline > SDS1800 - Career Tech Students in Discipline Settings

This report lists students who are in Career & Technology courses and in a disciplinary setting. Students with disciplinary action codes of 01-15, 25-26, 50-61, and 99 are included. Students with other disciplinary action codes are excluded. The report displays students with the specified actual length of the disciplinary action and an equivalent PEIMS code for the action.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Number of Actual Days (001-099)	Type the three-digit number of days of the actual disciplinary assignment for which to run the report.
Active Code (1=Active, 2=Inactive, Blank for All)	1 - Select active students only. 2 - Select inactive students only. Blank - Select all students.
From Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. The From and To Action Date parameters must both contain a value or both be blank.
To Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS1900 - Pending 120-Days Review

Discipline > Reports > Discipline > SDS1900 - Pending 120-Days Review

This report lists all students placed in a Disciplinary Alternative Education Program (DAEP) for a term of 120 days or more. The disciplinary action codes included in the report are 03, 07-08, 10, 14, 52-53, 55, and 57.

If a court-ordered restriction exists, all incident data for the student is restricted.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies'. The window has a title bar with 'Sort/Filter' and 'Reset' buttons. Below the title bar, the report name and 'Program ID: SDS1700' are displayed. The main area is divided into two sections: 'Sort Criteria' (expanded) and 'Filter Criteria' (collapsed). The 'Sort Criteria' section contains two grids. The 'Columns Available for Sorting' grid lists various fields: 'Discp Actn Date (YYYYMMDD)', 'Discrepancy ISS/OSS', 'From Date (YYYYMMDD)', 'Grd Lvl', 'Incident Number', 'Name', 'PEIMS Action Code', 'Period 00', 'Period 01', and 'Period 02'. The 'Sort Columns' grid shows 'Attendance Date (YYYYMMDD)' and 'Campus ID', both with 'Ascending' order selected. Navigation buttons '>' and '<' are between the grids. At the bottom, there are 'OK' and 'Cancel' buttons.

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter [Filter report data.](#)**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the **Value** field, the At Risk data is displayed.



Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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SDS2000 - Individual Student Discipline Report

Discipline > Reports > Discipline > SDS2000-Individual Student Discipline Report

This report generates a report of historical discipline records by student.

Run the report:

Parameter	Description
From School Year (YYYY)	Type the beginning year for the range of school years.
To School Year (YYYY)	Type the ending year for the range of school years.
Campus ID (Blank for All)	Type the three-digit campus ID, or click  to select the campus . Leave blank to select all campuses in the district. NOTE: If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the Exclude from District Reporting field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Student IDs	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students .
Include Reporter (Y/N)	Y - Include the name of the person reporting the offense on the report. N - Do not include the name of the person reporting the offense on the report.



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