



# **discipline\_maintain\_enter\_single\_student**



# Table of Contents



[Discipline > Maintenance > Student > Maintenance](#)

Use this page to enter a new discipline incident record for a student. For a multi-student incident, enter a record for the first student here, and then follow the steps below for adding additional students to the incident.

You can also access this page by clicking **New** on [Maintenance > Student > Inquiry](#).

Select a student:

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

<b>Student</b>	<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"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
----------------	---

<b>Texas Unique Student ID</b>	<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>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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 <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	Click to select a student from the <a href="#">Directory</a> .
<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <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>
<b>Incident Date</b>	<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 <a href="#">in</a> the field to select the date from a calendar.</p> <p>The date must be a membership date</p>
<b>Incident Time</b>	The system (i.e., current) time is displayed by default. If necessary, click <a href="#">in</a> the field to select the time of day when the incident occurred. Select <b>AM</b> or <b>PM</b> .
<b>Incident Nbr</b>	<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>

<b>Reporting Period</b>	<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>
<b>Location of Incident</b>	<p>Select the location in which the incident occurred. The drop-down list displays locations from <a href="#">Discipline &gt; Tables &gt; District Level &gt; Location Codes</a>. 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 <b>Extract</b> is selected, or the offense with the lowest code).</p> <p>TWEDS Data Element: BEHAVIOR-LOCATION-CODE (E1083) (Code table C190)</p>
<b>Witnessed</b>	Select if the incident was witnessed.
<b>Parent Contacted</b>	Indicate if the parent <i>has been</i> or <i>will be</i> contacted about the incident. <b>IMPORTANT:</b> If a letter will be sent, you must select <i>Letter</i> .
<b>Contact Date</b>	Enter the date the parent was contacted if applicable.  If you selected <i>Letter</i> in the <b>Parent Contacted</b> field, the <b>Parent Contacted</b> field is automatically updated from <i>Letter</i> to <i>Yes</i> when the letter is printed. The <b>Contact Date</b> field is updated to the date on which the letter was printed.
<b>Conference Requested</b>	Select if a parent conference is requested.
<b>Conference Date</b>	Enter the conference date if applicable.
<b>Informal Hearing</b>	Select if an informal hearing is needed.
<b>Appeal Expected</b>	Select if an appeal is expected.
<b>SSSP Team Review</b>	Select if team conducted a threat assessment related to a reported disciplinary incident. 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><b>Reported by</b></p>	<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"> <li>• <a href="#">Discipline &gt; Maintenance &gt; Tables &gt; District Level &gt; Reported By Group</a></li> <li>• <a href="#">Discipline &gt; Maintenance &gt; Tables &gt; Campus Level &gt; Reported By Person</a></li> <li>• <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Instructor</a></li> <li>• <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Principal/Counselor</a></li> </ul> <p><b>NOTE:</b> If the <b>Advisor Number</b> or <b>First, Middle</b>, or <b>Last Name</b> is changed on the <a href="#">Principal/Counselor</a> tab in Registration, the <b>Reported by</b> 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><b>Administered by</b></p>	<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"> <li>• <a href="#">Discipline &gt; Tables &gt; Campus Level &gt; Administered By</a></li> <li>• <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Principal/Counselor</a></li> </ul> <p><b>NOTE:</b> If the <b>Advisor Number</b> or <b>First, Middle</b>, or <b>Last Name</b> is changed on the <a href="#">Principal/Counselor</a> tab in Registration, the <b>Administered by</b> 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>
<p><b>Bully Reason</b></p>	<p>If the incident involves bullying/harassment toward another student, select a reason (i.e., protected class):</p> <ul style="list-style-type: none"> <li>• If a reason is selected, the <b>Victim</b> button is enabled when you save the record.</li> <li>• If <i>None</i> is selected, the <b>Victim</b> button remains disabled when you save the record.</li> <li>• If the incident is associated with a bully/harassment record, <i>None</i> is disabled.</li> </ul>
<p><b>Cyber</b></p>	<p>Select to calculate the number of cyber bullying incidents entered when the PEIMS Offense Code is 61. 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.

<b>Offense</b>	<p>Click  to <a href="#">select an offense code</a>. 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"> <li>• Rule 44425-009: The date of the offense code must not be equal to or greater than September 1, 2021.</li> <li>• Rule 44425-0018: If the offense code is 27 or 28, the <b>Act</b> must be 02, 04-09, 11, 12, 14, 16-19, 26-32, 35-37, 46-48, 55, 57, or 60.</li> <li>• Rule 44425-0050: If the offense code is 21-23, 41, 55-56, or 61, the <b>Location of Incident</b> must be 00.</li> <li>• Rule 44425-0051: If the offense code is 09 or 10, the <b>Location of Incident</b> must be 04.</li> <li>• Rule 44425-0055: If the offense code is not 21-23, 41, 55-56, or 61, the <b>Location of Incident</b> must not be 00.</li> <li>• Rule 44425-0056: If the offense code is 01 or 59, the <b>Location of Incident</b> must be 01 or 03.</li> <li>• Rule 44425-0057: If the offense code is 04-07, 27, 28, 49, or 60, the <b>Location of Incident</b> must be 01-03.</li> <li>• Rule 44425-0058: If the offense code is 08, the <b>Location of Incident</b> must be 01-04.</li> <li>• Rule 44425-0059: If the offense code is 11, 12, 14, 16-19, 30-32, or 57, the <b>Location of Incident</b> must be 01-03 or 05.</li> <li>• Rule 44425-0060: If the offense code is 36 or 37, the <b>Location of Incident</b> must be 01, 03, or 05.</li> <li>• Rule 44425-0074: If the offense code is 01-05, 07-12, 15, 25, 50-53, 55-59, or 61, the <b>Offense</b> code must not be blank.</li> <li>• Rule 44425-0075: If the offense code is not 01-05, 07-12, 15, 25, 50-53, 55-59, or 61, the <b>Offense</b> code must be blank/not reported.</li> </ul>
<b>Level</b>	<p>Select the level of the offense, which indicates the extent of the discipline actions taken. These are district-defined levels which are maintained on <a href="#">Maintenance &gt; Tables &gt; District Level &gt; Offense Level</a>.</p>
<b>Extract</b>	<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><b>NOTE:</b> If multiple offenses are listed and <b>Extract</b> 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)

<b>Discp Actn Date</b>	<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"> <li>• Rule 44425-0034: The date must be on or after June 1 of the beginning school year.</li> <li>• 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.</li> </ul>
<b>From Date To Date</b>	<p>Enter the date range when the disciplinary assignment will be carried out. If you leave the <b>To Date</b> field blank, the date in the <b>From Date</b> field is added when you save the record.</p>
<b>Official Length</b>	<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>
<b>Actual Length</b>	<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 <b>Official Length</b> field when the record is saved.</p> <p>TWEDS Data Element: ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1008)</p>
<b>Diff Code</b>	<p>If the <b>Official Length</b> and <b>Actual Length</b> are different, select the reason.</p> <p>TWEDS Data Element: DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE (E1009) (Code table C166)</p>
<b>Campus Assignment</b>	<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 <b>Campus Resp</b> 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>
<b>Amount</b>	<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>
<b>Action Nbr</b>	<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>
<b>Inconsistent</b>	<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.

	<p><a href="#">Delete an offense or action.</a></p> <p>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.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <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>
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>
<b>Save and Add</b>	Click to save the changes, and clear the page to add a new incident for the same student.
<b>Delete Incident</b>	Click to delete the incident record.
<b>Victim</b>	<p>Click to go to the <a href="#">Victim Information</a> tab where you can add, change, or delete victim information.</p> <p>The button is not enabled until the incident is saved with a <b>Bully Reason</b> selected.</p> <p>If victim information exists for the incident, the button is outlined in red.</p>
<b>Restraint</b>	<p>Click to go to the <a href="#">Restraint Information</a> 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>

<p><b>Print Profile</b></p>	<p>Click to print the student's Discipline Profile Report.  <a href="#">Review, save, and/or print the report.</a></p> <p><b>Review the report using the following buttons:</b></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><b>The report can be viewed and saved in various file formats.</b></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 <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.  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"> <li>• When the report is displayed on the screen, the entire header displays.</li> <li>• 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).</li> <li>• 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.)</li> </ul>				
<p><b>Picture</b></p>	<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"> <li>1. Click <b>Browse</b>. Locate and select the photo.</li> <li>2. Click <b>Save</b>. The picture is saved to the database and is displayed in the photo window.</li> </ol> <table border="1" data-bbox="389 1518 1241 1603"> <tr> <td><b>Delete</b></td> <td>Click to delete the photo.</td> </tr> <tr> <td><b>Cancel</b></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>	<b>Delete</b>	Click to delete the photo.	<b>Cancel</b>	Click to close the window without making any changes.
<b>Delete</b>	Click to delete the photo.				
<b>Cancel</b>	Click to close the window without making any changes.				
<p><b>Comments</b></p>	<p>Click to add comments related to the incident. The comments pop-up window opens:</p> <ul style="list-style-type: none"> <li>• Type comments related to the incident, and then click <b>OK</b>.</li> <li>• Click <b>Cancel</b> to close the window without updating the comments.</li> </ul> <p>Click <b>Save</b>. Or, click <b>Save and Add</b> 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>				

<b>Inquiry</b>	Click to return to the <a href="#">Inquiry</a> page.
<b>Return to Referrals</b>	If you arrived at this page from <a href="#">Maintenance &gt; Referrals</a> , 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.



## Back Cover