



Inquiry (Discipline)

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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.



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