



SDS0100 - Discipline - Detailed Incident Report

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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.
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Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.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.
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.

Parameter	Description
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).



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