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# **SDS0100 - Discipline - Detailed Incident Report**



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The 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 student incident data is restricted.

| Parameter  | Description   |
|--|---|
| <b>Ending School Year (YYYY)</b>                                   | Type the four-digit <b>ending</b> school year.  |
| <b>Campus ID (Blank for All)</b>                                   | Type the three-digit campus ID, or click  to <a href="#">select the campus</a> . Leave blank to select all campuses in the district.<br><br><b>NOTE:</b> If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the <b>Exclude from District Reporting</b> field selected on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a> ) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID. |
| <b>Attendance Track (Blank for All)</b>                            | Type the two-digit attendance track. Leave blank to select all tracks.  |
| <b>Include Withdrawn Students (Y,N)</b>                            | Y - Include withdrawn students.<br><br>N - Do not include withdrawn students.   |
| <b>Include Discipline Comments (Y,N)</b>                           | Y - Include discipline comments.<br><br>N - Do not include discipline comments.   |
| <b>Student IDs (Blank for All)</b>                                 | You can type or select up to 300 student IDs.   |
| <b>From Incident Date (MMDDYYYY)</b>                               | Type the date ADSY started, or leave blank.   |
| <b>To Incident Date (MMDDYYYY)</b>                                 | Type the date ADSY ended, or leave blank.   |
| <b>Admin By IDs (Blank for All)</b>                                | 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.   |
| <b>Include Blank Admin By IDs (Y,N)</b>                            | Y - Include offenses that have a blank <b>Administered By</b> ID.<br><br>N - Do not include offenses that have a blank <b>Administered By</b> ID.   |
| <b>Sort Order(A = Alpha, G = Grade, I = Student ID, Blank = A)</b> | A or blank - Sort alphabetically.<br><br>G - Sort by grade level.<br><br>I - Sort by ID.  |



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