



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 incident data for the student is restricted.

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| Include Withdrawn Students (Y, N) | Y - Include withdrawn students. N - Do not include withdrawn students.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

| Parameter | Description |
|--|--|
| 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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