



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



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
# SDS0100 - Discipline - Detailed Incident Report

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

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  |
|---|--|
| <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Include Withdrawn Students (Y, N)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  | Y - Include withdrawn students.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>N - Do not include withdrawn students.  |
| <b>Include Discipline Comments (Y, N)</b> | Y - Include discipline comments.<br>N - Do not include discipline comments.  |
| <b>Student IDs (Blank for All)</b>        | Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students. You can type or select up to 300 student IDs.  |
| <b>From Incident Date (MMDDYYYY)</b>      | Type the date, or click  to select the date from a calendar. If a beginning date is entered, an ending date must be entered.  |
| <b>To Incident Date (MMDDYYYY)</b>        | Type the date, or click  to select the date from a calendar. If a beginning date is entered, an ending date must be entered.  |
| <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.  |

| Parameter  | Description   |
|--|---|
| <b>Include Blank Admin By IDs (Y, N)</b>                           | Y - Include offenses that have a blank <b>Administered By</b> ID.<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>G - Sort by grade level.<br>I - Sort by ID.  |
| <b>Print One Student Per Page (Y, N, Blank = N)</b>                | Y - Print one student per page.<br>N or blank - Print with normal page breaks (more than one student to a page).                              |



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