


# SDS1300 - Discipline Audit Report (PEIMS Edits)

# Table of Contents

**SDS1300 - Discipline Audit Report (PEIMS Edits)** ..... 1

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***Discipline > Reports > Discipline > SDS1300 - Discipline Audit Report (PEIMS Edits)***

This report lists students who will trigger PEIMS edit and/or performance-based monitoring errors: Rule 44425-0011, 44425-0012, 44425-0026, 44425-0027, 44425-0029, 44425-0037, 44425-0047, 44425-0048, 44425-0050, 44425-0051, and 9999 (i.e., PEIMS action is missing the PEIMS offense code).

Edits that trigger errors on the report:

- Rule 44425-0051: If the disciplinary action reason code is 09 or 10, the behavior location code must be 04.
- Rule 44425-0050: If the disciplinary action reason code is 21-23, 33-34, 41-44, or 55-56, the behavior location code must be 00.
- Rule 44425-000B: The **Inc Loc** column cannot be blank for the 2013 school year and beyond.

If a record has an edit error and no incident number, an asterisk is displayed in the **Incident Nbr** column, and a warning message is displayed.

## Run the report:

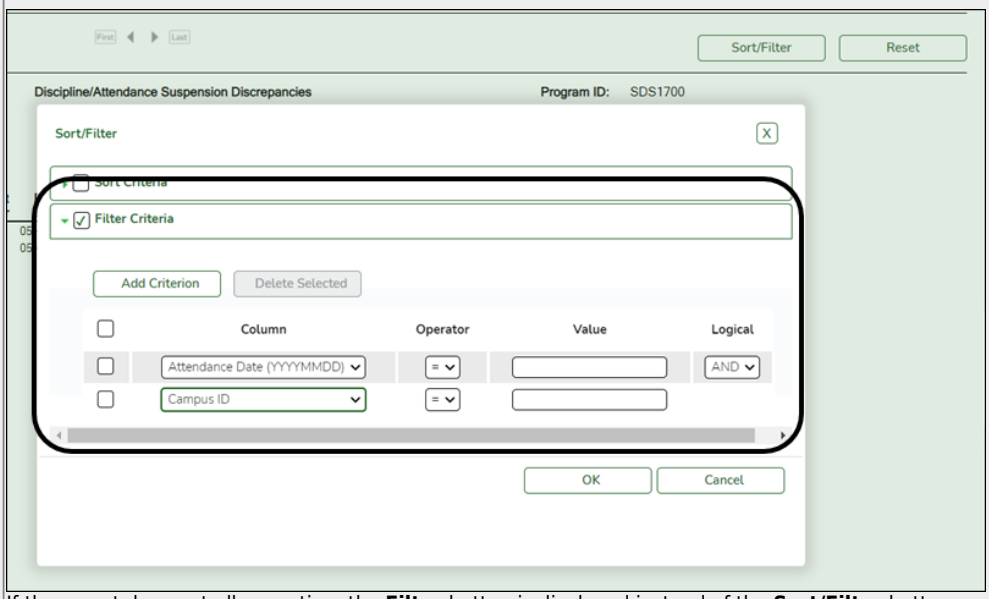
| Parameter | Description |
|---|---|
| **Ending School Year (YYYY)** | Type the four-digit **ending** school year. |
| **Campus ID (Blank for All)** | Type the three-digit campus ID, or click to select the campus. Leave blank to select all campuses in the district.<br><br>**NOTE:** If you select to 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. |
| **From Incident Date (MMDDYYYY)** | Type the date, or click to select the date from a calendar. |
| **To Incident Date (MMDDYYYY)** | Type the date, or click to select the date from a calendar. |

**Filter** Filter report data.

**Filter**

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.




If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

| | |
|---|---|
| **Column** | Select a field by which to filter the data. The drop down lists the columns that appear on the report. |
| **Operator** | Select an operator.<br><br>= Equals<br>≠ Not equals<br>› Greater than<br>≥ Greater than or equal to<br>‹ Less than<br>≤ Less than or equal to |
| **Value** | Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.<br><br>**Note:** When filtering report data by date, you must use the following formats:<br><br>• If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format.<br>• If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format.<br>• If the date is displayed in the MM/YY format, the filter value must be in the YYMM format. |

| | |
|---|---|
| **Add Criterion** | Add another row.<br>Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. The **Logical** field does not appear until you click **Add Criterion** to add an additional row.<br><br>• Using the AND operator limits search results, because the program looks only for records that contain both criterion.<br><br>• Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both. |
| **Delete Selected** | Delete selected row.<br>Select the row, and then click the button. The row is deleted from the filter criteria. |

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

**NOTE:** Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

| | |
|---|---|
| **Reset** | Reset report data.<br>Click to restore the report to the original view, removing all sorting and filtering that has been applied. |


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# Back Cover