


# discipline_enter_restraint

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Select a student:

❑ To retrieve a student's records, select the student in one of the following ways:

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| **Student** | Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.<br><br>The student can also be located by typing the name in one of the following formats:<br><br>• Last name, comma, first name (smith, john)<br>• Last name initial, comma, first name initial (s,j)<br>• Comma, first name (,j) |
| **Texas Unique Stu ID** | Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed.<br><br>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.<br>Review the Assign a TSDS Unique ID guide for additional information. |
| **Directory** | Click to select a student from the Directory. |
| **(photo)** | If a photo exists for the student, the student photo is displayed.<br><br>From Registration > Maintenance > Student Enrollment, you can change the student photo:<br><br>1. Hover over the image, and click **Change**. The Change Student Photo window opens.<br><br>2. Click **Choose File**. Locate and open the file for the new image.<br><br>3. Click **Save**. The window closes, and the new image is displayed.<br><br>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores. |

❑ Click **+Add** to add a restraint. A blank row is added to the grid.

Or, access this page by clicking **Restraint** on Maintenance > Student > Maintenance once you have saved an incident.

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| **Campus** | Click ⋮ to select the campus at which the student was restrained, which is not necessarily the campus where the student is enrolled. |
| **Date** | The current date is displayed by default. Type the date of the incident in the MM DD YYYY format. (Do not type the hyphens, as they are automatically included.) Or, click in the field to select the date from a calendar.<br>TWEDS Data Element: DATE-OF-RESTRAINT-EVENT (E1034) |

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| **Time** | The system (i.e., current) time is displayed by default. If necessary, click in the field to select the time of day when the incident occurred. Select **AM** or **PM**. |
| **Restraint Type** | Select the restraint type used to restrain the student. |
| **Period** | The field is automatically populated according to the incident date to display the period (1-6) for which the data will be reported. However, users may manually enter Indicator Codes 7, 8, or 9. This reporting period refers to the attendance cycle, not the class period. |
| **Incident Nbr** | If the restraint incident is associated with a discipline incident record, the six-digit incident number is displayed and cannot be modified. This number is assigned when the discipline incident record is saved.<br><br>If the restraint incident was entered from this page and is not associated with a discipline incident record, "-NONE-" is displayed. |
| **Reason** | The field is automatically set to *08 Restrnt by Dist Police or Resource Offic* and cannot be changed. If you hove the cursor over the code, the description is displayed.<br><br>**NOTE**: Spec Ed student restraint information must also be added on Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint. |
| **Staff Type** | The field is automatically set to *02 District police officer or resource office (SRO)* and cannot be changed. If you hove the cursor over the code, the description is displayed. Only discipline restraint records with a restraint staff type code of 02 are extracted to PEIMS.<br><br>**NOTE**: Spec Ed student restraint information must also be added on Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint. |
| **Instance Nbr** | The unique, six-digit number that is automatically assigned to the restraint incident is displayed. The number is assigned district-wide to all discipline and special education restraint incidents. The field is required for PEIMS reporting.<br><br>The next available instance number is assigned automatically by comparing the maximum discipline and special education restraint instance number and adding one. For example, if the maximum discipline restraint instance number is 000004, and the maximum special education restraint instance number is 000005, then the next restraint instance number to be assigned will be 000006. |
| **Prim Disability** | The student's primary disability code and description are displayed. |
| **Instr Setting** | The student's current instructional setting code and description are displayed. |

❑ Click **Save**.


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