

discipline_maintenance_new_incident

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Select a student:

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

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. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • 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. 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. 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. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. 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.
Incident 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. The date must be a membership date
Incident 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**.
Incident Nbr	The six-digit incident number is displayed and cannot be modified. If you are adding a new incident, the number is automatically assigned when you save the record. The first available incident number is used, starting with 000001. To add a student to an incident that involved multiple students, see instructions below for creating a multi-student incident.

Reporting 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. You can change the reporting period; however, the incident date must fall within that attendance cycle. This is a PEIMS field and is required. If you are adding a new incident that did not occur during the current school year, a message is displayed indicating that the incident date is not in the current school year. The reporting period is not automatically displayed but can be entered.
Location of Incident	Select the location in which the incident occurred. The drop-down list displays locations from Discipline > Tables > District Level > Location Codes. The PEIMS behavior location code is displayed in parentheses. This field is required if there is a PEIMS offense or action attached to the record. The field must be valid for the offense that is being extracted for PEIMS (i.e., either the extract for which **Extract** is selected, or the offense with the lowest code).
Witnessed	Select if the incident was witnessed.
Parent Contacted	Indicate if the parent *has been* or *will be* contacted about the incident. **IMPORTANT:** If a letter will be sent, you must select *Letter*.
Contact Date	Enter the date the parent was contacted if applicable. If you selected *Letter* in the **Parent Contacted** field, the **Parent Contacted** field is automatically updated from *Letter* to *Yes* when the letter is printed. The **Contact Date** field is updated to the date on which the letter was printed.
Conference Requested	Select if a parent conference is requested.
Conference Date	Enter the conference date if applicable.
Informal Hearing	Select if an informal hearing is needed.
Appeal Expected	Select if an appeal is expected.

Reported by	Select the person or group who reported the incident. The drop-down list displays names from the following: • Discipline > Maintenance > Tables > District Level > Reported By Group • Discipline > Maintenance > Tables > Campus Level > Reported By Person • Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor **NOTE:** If the **Advisor Number** or **First**, **Middle**, or **Last Name** is changed on the Principal/Counselor tab in Registration, the **Reported by** ID or name field (respectively) for any corresponding Discipline records for the same school year and campus will be updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing Reported by information in the Discipline record.
Administered by	Select the person handling the incident and taking action. The drop-down list displays names from the following: • Discipline > Tables > Campus Level > Administered By • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor **NOTE:** If the **Advisor Number** or **First**, **Middle**, or **Last Name** is changed on the Principal/Counselor tab in Registration, the **Administered by** ID or name field (respectively) for any corresponding Discipline records for the same school year and campus will be updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing Administered by information in the Discipline record.
Bully Reason	If the incident involves bullying/harassment toward another student, select a reason (i.e., protected class): • If a reason is selected, the **Victim** button is enabled when you save the record. • If *None* is selected, the **Victim** button remains disabled when you save the record. • If the incident is associated with a bully/harassment record, *None* is disabled.

❑ In the offense (top) grid, click **+Add** to add an offense.

A blank row is added to both grids.

Offense	Click ⋮ to select an offense code. The equivalent PEIMS code (if applicable) and offense description are displayed.

Level	Select the level of the offense, which indicates the extent of the discipline actions taken. These are district-defined levels which are maintained on Maintenance > Tables > District Level > Offense Level.
Extract	Select for the offense that will be extracted to PEIMS. The field can only be selected for one offense per incident. The selected offense is used in the discipline reports and PEIMS discipline extract. **NOTE:** If multiple offenses are listed and **Extract** is not selected for any of them, the offense with the lowest PEIMS offense code is extracted.

❑ In the action (bottom) grid, click **+Add** to add an action.

A blank row is added to the bottom grid.

Act

Click ⋮ to select the action taken as a result of the offense. The equivalent PEIMS code (if applicable) and action description are displayed.

Note: If an action has a PEIMS code, the corresponding offense must also have a PEIMS code.

If the action code is 01-04, 07-12, 15, 50-59, or 61, you can override the action with code 27 or 28:

• Code 27 can only be used if the student is in special education on the incident date.

• Code 28 can be used for non-special education students. The offense code must be 02, 04-09, 11-14, 16-19, 26-32, 35-37, 46-48, 55, or 57.

• Codes 27 and 28 cannot both be reported on different records with the same student ID, incident number, and campus of disciplinary responsibility.

If you are overriding with code 27 or 28, you must create an additional row with code 27 or 28. A message is displayed indicating that a second action record is needed. Click **+Add** to add the second action.

Rules for code 27:

Special Education Student	Qualifying Offense	Mandatory Action	Code 27	Alternative Action	Type of Message
No	No/Yes	No/Yes	Yes	No/Yes	Error; do not allow
Yes	No	No	Yes	No	Error; no qualifying offense
Yes	Yes	No	Yes	No	Error; force second action record
Yes	Yes	Yes	Yes	No	Warning; continue processing
Yes	Yes	Yes	Yes	Yes	Warning; continue processing
Yes	Yes	No	Yes	Yes	No message; process record
Yes	Yes	No	No	Yes	Warning; continue processing
Yes	Yes	Yes	No	Yes	No message; process record

Campus Resp

Type the three-digit campus ID at which the student was enrolled when the discipline incident occurred and the disciplinary action assigned.

Discp Actn Date

Enter the date that the disciplinary assignment (i.e., action) was ordered. The date is not necessarily the date on which the incident occurred.

TWEDS Rules:

• Rule 44425-0034: The date must be on or after June 1 of the beginning school year.

• Rule 44425-0035: The date must be on or after August 1 of the beginning school year and on or before July 1 of the ending school year.

From Date **To Date**	Enter the date range when the disciplinary assignment will be carried out. If you leave the **To Date** field blank, the date in the **From Date** field is added when you save the record.
Official Length	If the action has an equivalent PEIMS code, you must type the official three-digit number of days of the student's disciplinary assignment (e.g., 005). The official length cannot be 000 unless the action code is *27*, *28*, or *29*.
Actual Length	Type the actual number of days of the student's disciplinary assignment using a three-digit whole number (e.g., 003). If blank, the field is automatically populated with the value in the **Official Length** field when the record is saved.
Diff Code	If the **Official Length** and **Actual Length** are different, select the reason.
Campus Assignment	Type the three-digit campus ID to which the student is assigned for the disciplinary action. The field is required unless the action code is 06, 07, or 26. If the action code is 06, 07, or 26 and the field is blank, the value in the **Campus Resp** field is entered when you save the record. The field must be blank if the action code is 01, 05, 25, 27-29, 50, or C3.
Amount	(Optional) Type a value indicating the extent of the action prescribed, up to 10 characters. The field can be used as needed to indicate how much of the disciplinary action actually occurred (e.g., 1 hour or 100%). This field is not reported to PEIMS.
Action Nbr	If an equivalent PEIMS code exists for the action, the action number automatically assigned during the PEIMS discipline extract is displayed.
Course	If the incident occurred during class, click ⋮ to select the course. Leave blank if the incident did not occur during a class.
Section	If you selected a course, click ⋮ to select a section.

❑ Click **Save**.

❑ Or, click **Save and Add** to save the changes and clear the page to add a new incident for the same student.


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