



## **summer\_submission\_create\_discipline\_reports**



# Table of Contents



**Discipline > Reports > Create Discipline Reports**

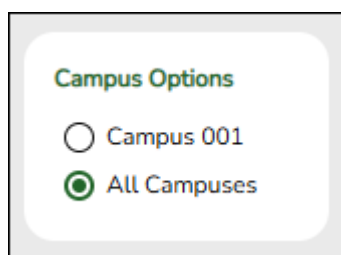
*SafeSupportiveSchoolProgramTeamReview* (E1734) indicates whether the Safe and Supportive School Program (SSSP) team conducted a threat assessment related to a reported disciplinary incident.

The Safe Supportive School Program (SSSP) team must report to TEA, through guidelines developed by TEA, the following information regarding the team's activities and other information for each LEA campus the team serves plus the outcomes of assessment made by the team, including:

- any disciplinary action taken, including a change in school placement
- changes in school placement, including placement in a JJAEF or DAEP
- placements in ISS or OSS and incidents of expulsion

Create a Discipline Report for SSSP Team review.

☐ Select **All Campuses**.

A dialog box titled "Campus Options" with a light gray background and rounded corners. It contains two radio button options: "Campus 001" and "All Campuses". The "All Campuses" option is selected, indicated by a green dot in the center of the radio button.

Campus Options

☐ Campus 001

☒ All Campuses

☐ Select the following:

- In the Demographic Information group box, select **Campus ID** and **Student ID**.
- In the Incident Information group box select **SSSP Team Review**.

☐ **Demographic Information**

|  |   |  |  |                                       |
|--|---|--|--|---------------------------------------|
| <input type="checkbox"/> Sch Yr              | <input checked="" type="checkbox"/> Campus ID     | <input checked="" type="checkbox"/> Student ID | <input type="checkbox"/> Grade         | <input type="checkbox"/> Entry Dt     |
| <input type="checkbox"/> Track               | <input type="checkbox"/> Orig Entry               | <input type="checkbox"/> Withdrawal Dt         | <input type="checkbox"/> Last Name     | <input type="checkbox"/> First Name   |
| <input type="checkbox"/> Middle Name         | <input type="checkbox"/> Gen                      | <input type="checkbox"/> Nickname              | <input type="checkbox"/> SSN Denied    | <input type="checkbox"/> SSN          |
| <input type="checkbox"/> Masked SSN          | <input type="checkbox"/> Elig                     | <input type="checkbox"/> Attribution           | <input type="checkbox"/> Camp ID Resid | <input type="checkbox"/> Rep Excl     |
| <input type="checkbox"/> Active              | <input type="checkbox"/> Record Status            | <input type="checkbox"/> TX Unique Stu ID      | <input type="checkbox"/> Sex           | <input type="checkbox"/> DOB          |
| <input type="checkbox"/> Hispanic/Latino     | <input type="checkbox"/> Aggregate Race/Ethnicity | <input type="checkbox"/> Phone Nbr             | <input type="checkbox"/> Cell Ph Nbr   | <input type="checkbox"/> Eco Disadvan |
| <input type="checkbox"/> Student Control Nbr | <input type="checkbox"/> Primary Disability       | <input type="checkbox"/> LEP                   |  |                                       |

☐ **Race**

☐ White
 ☐ Black/African American
 ☐ Asian
 ☐ American Indian/Alaskan Native
 ☐ Hawaiian/Pacific Isl

☐ **Contact**



|                                     |  |                                      |   |                                   |   |
|-------------------------------------|--|--------------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> Priority   | <input type="checkbox"/> First Name      | <input type="checkbox"/> Middle Name | <input type="checkbox"/> Last Name        | <input type="checkbox"/> Gen      | <input type="checkbox"/> Relation         |
| <input type="checkbox"/> E-mail     | <input type="checkbox"/> Parent/Guardian | <input type="checkbox"/> Emergency   | <input type="checkbox"/> Receive Mailouts | <input type="checkbox"/> Language | <input type="checkbox"/> Phone Preference |
| <input type="checkbox"/> Home Phone | <input type="checkbox"/> Business Phone  | <input type="checkbox"/> Cell Phone  | <input type="checkbox"/> Other Phone      |                                   |   |

☐ **Incident Information**

|   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Offense Dt       | <input type="checkbox"/> Offense Yr           | <input type="checkbox"/> Campus ID                   | <input type="checkbox"/> Offense Time           | <input type="checkbox"/> Incident Nbr           |
| <input type="checkbox"/> Reporting Period | <input type="checkbox"/> Incident Location    | <input type="checkbox"/> Witnessed                   | <input type="checkbox"/> Parent Contacted       | <input type="checkbox"/> Contact Dt             |
| <input type="checkbox"/> Appeal Expected  | <input type="checkbox"/> Conference Requested | <input type="checkbox"/> Conference Dt               | <input type="checkbox"/> Informal Hearing       | <input type="checkbox"/> Reported By            |
| <input type="checkbox"/> Rep By Name F    | <input type="checkbox"/> Rep By Name L        | <input type="checkbox"/> Administered By             | <input type="checkbox"/> Administered By Name F | <input type="checkbox"/> Administered By Name L |
| <input type="checkbox"/> Comments         | <input type="checkbox"/> Bully Reason         | <input checked="" type="checkbox"/> SSSP Team Review |   |   |

☐ Click **Create Report**.



A *Discipline User Created Report* is generated.



First ◀ ▶ Last
Sort/Filter

Date Run: 4/4/2025 3:02 PM      Discipline User Created Report  
Campus ID: 001

| Campus ID | Student ID | SSSP Team Review |
|-----------|------------|------------------|
| 001       | 298472     | N                |
| 001       | 298555     | N                |
| 001       | 299208     | N                |

☐ Click **Sort/Filter** to filter data.



First ◀ ▶ Last

Sort/Filter

Reset

Date Run: 4/4/2025 3:02 PM

Discipline User Created Report

Page: 1.1 of 8.1

Campus ID: 001

| Campus ID | Student ID | SSSP Team Review |
|-----------|------------|------------------|
| 001       | 298472     | N                |
| 001       | 298555     | N                |
| 001       | 299208     | N                |
| 001       | 299449     | N                |
| 001       | 299545     | N                |
| 001       | 299565     | N                |
| 001       | 300167     | N                |
| 001       | 300656     | N                |

Sort/Filter

☐ Sort Criteria

☒ Filter Criteria

Add Criterion

Delete Selected

| <input type="checkbox"/> | Column             | Operator | Value | Logical |
|--------------------------|--------------------|----------|-------|---------|
| <input type="checkbox"/> | SSSP Team Review ▼ | = ▼      |       |         |

OK

Cancel



## Back Cover