



QuickGuide: Enter and Maintain Discipline Incident Records

Table of Contents

QuickGuide: Enter and Maintain Discipline Incident Records 1

QuickGuide: Enter and Maintain Discipline Incident Records

Follow these steps to view, update, or enter a student discipline incident record; enter corresponding bully, victim, or restraint records if needed; and print incident letters for parents.

1. [View and update a student's incident record\(s\).](#)

[Discipline > Maintenance > Student > Inquiry](#)

Use this page to retrieve an existing discipline record that needs to be updated.




Select a student:

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

<p>Student</p>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
<p>Texas Unique Stu ID</p>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>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.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
<p>Directory</p>	<p>Click to select a student from the Directory.</p>

(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 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. <p>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.</p>
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- The student's demographic data is displayed.
- Contact data is displayed for the parent/guardian who has **Priority** set to 1 on [Registration > Maintenance > Student Enrollment > Contact](#). If no contact is marked as **Guardian**, the fields are blank.
- Any existing discipline records are displayed.
- If an incident has more than one offense, the primary offense (i.e., the offense that will be reported to PEIMS) is displayed under **Offense Description**. If no offense is marked for the PEIMS extract, the offense with the lowest offense code is displayed.

	Click to open Maintenance > Student > Maintenance where you can view or update the discipline record.
New	Click to open Maintenance > Student > Maintenance where you can add a new discipline record.
Medical Alert	<p>View the student's medical alert information.</p> <p>The button is displayed if a medical warning exists for the student and the Consent to Display Alert has been selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.</p>
Documents	View or attach supporting documentation.

2. [Enter a single-student incident.](#)

[Discipline > Maintenance > Student > Maintenance](#)

Use this page to enter a new discipline incident record for a student. For a multi-student incident, enter a record for the first student here, and then follow the steps below for adding additional students to the incident.

You can also access this page by clicking **New** on [Maintenance > Student > Inquiry](#).

Select a student:

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

<p>Student</p>	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
<p>Texas Unique Stu ID</p>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>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.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
<p>Directory</p>	<p>Click to select a student from the Directory.</p>


(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 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. <p>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.</p>
Incident Date	<p>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 <u>in</u> the field to select the date from a calendar.</p> <p>The date must be a membership date</p>
Incident Time	<p>The system (i.e., current) time is displayed by default. If necessary, click <u>in</u> the field to select the time of day when the incident occurred. Select AM or PM.</p>
Incident Nbr	<p>The six-digit incident number is displayed and cannot be modified.</p> <p>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.</p> <p>To add a student to an incident that involved multiple students, see instructions below for creating a multi-student incident.</p>
Reporting Period	<p>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.</p> <p>You can change the reporting period; however, the incident date must fall within that attendance cycle.</p> <p>This is a PEIMS field and is required.</p> <p>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.</p>
Location of Incident	<p>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.</p> <p>This field is required if there is a PEIMS offense or action attached to the record.</p> <p>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).</p>

Witnessed	Select if the incident was witnessed.
Parent Contacted	Indicate if the parent <i>has been</i> or <i>will be</i> contacted about the incident. IMPORTANT: If a letter will be sent, you must select <i>Letter</i> .
Contact Date	Enter the date the parent was contacted if applicable. If you selected <i>Letter</i> in the Parent Contacted field, the Parent Contacted field is automatically updated from <i>Letter</i> to <i>Yes</i> 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: <ul style="list-style-type: none"> • 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 <p>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.</p>
Administered by	Select the person handling the incident and taking action. The drop-down list displays names from the following: <ul style="list-style-type: none"> • Discipline > Tables > Campus Level > Administered By • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor <p>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.</p>

Bully Reason	<p>If the incident involves bullying/harassment toward another student, select a reason (i.e., protected class):</p> <ul style="list-style-type: none"> • If a reason is selected, the Victim button is enabled when you save the record. • If <i>None</i> is selected, the Victim button remains disabled when you save the record. • If the incident is associated with a bully/harassment record, <i>None</i> is disabled.
Cyber	Select to calculate the number of cyber bullying incidents entered when the PEIMS Offense Code is 61.


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	<p>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.</p> <p>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.</p>
SSSP Team Review	<p>Select if team conducted a threat assessment related to a reported disciplinary incident.</p> <p>SafeSupportiveSchoolProgramTeamReview (E1734) (TX-SafeSupportiveSchoolProgramTeamReview) indicates whether the Safe and Supportive School Program (SSSP) team conducted a threat assessment related to a reported disciplinary incident.</p>
PEIMS (Offense)	This field is auto-populated with the PEIMS code entered in the Offense field.
Offense Description	This field is auto-populated with the Offense Description entered in the Offense field.

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










A blank row is added to the bottom grid.

Act	<p>Click  to select the action taken as a result of the offense. The equivalent PEIMS code (if applicable) and action description are displayed.</p> <p>Note: If an action has a PEIMS code, the corresponding offense must also have a PEIMS code.</p> <p>If the action code is 01-04, 07-12, 15, 50-59, or 61, you can override the action with code 27 or 28:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Rules for code 27:</p> <table border="1" data-bbox="399 974 1476 1892"> <thead> <tr> <th>Special Education Student</th> <th>Qualifying Offense</th> <th>Mandatory Action</th> <th>Code 27</th> <th>Alternative Action</th> <th>Type of Message</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>No/Yes</td> <td>No/Yes</td> <td>Yes</td> <td>No/Yes</td> <td>Error; do not allow</td> </tr> <tr> <td>Yes</td> <td>No</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Error; no qualifying offense</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Error; force second action record</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>No</td> <td>Warning; continue processing</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Warning; continue processing</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>No message; process record</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td>No</td> <td>No</td> <td>Yes</td> <td>Warning; continue processing</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>No message; process record</td> </tr> </tbody> </table>	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
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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: <ul style="list-style-type: none"> • 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.
Inconsistent	Indicates whether an out-of-school suspension, disciplinary alternative education program placement, or expulsion action is inconsistent with a local education agency's student code of conduct.

Click **Save**.

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

	<p>Delete an offense or action.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
Documents	View or attach supporting documentation.
Save and Add	Click to save the changes, and clear the page to add a new incident for the same student.
Delete Incident	Click to delete the incident record.
Victim	<p>Click to go to the Victim Information tab where you can add, change, or delete victim information.</p> <p>The button is not enabled until the incident is saved with a Bully Reason selected.</p> <p>If victim information exists for the incident, the button is outlined in red.</p>
Restraint	<p>Click to go to the Restraint Information tab where you can add, change, or delete restraint information.</p> <p>The button is not enabled until the incident is saved.</p> <p>If restraint information exists for the incident, the button is outlined in red.</p>
Print Profile	<p>Click to print the student's Discipline Profile Report. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> <p>The program attempts to duplicate the labels on the associated screen, to use as report headers. For long labels, some words may be abbreviated.</p> <ul style="list-style-type: none"> • When the report is displayed on the screen, the entire header displays. • When the report is saved as a PDF, parts of the headers may not be displayed due to a space restrictions (e.g., when formatting eight columns to a PDF page). • When the report is saved as a CSV, the entire header is saved. (The columns may need to be widened to view the entire text.)

<p>Picture</p>	<p>Click to add a photo related to the incident. The button is not enabled until the incident record is saved.</p> <p>The Incident Picture pop-up window opens allowing you to upload or delete the photo.</p> <ol style="list-style-type: none"> 1. Click Browse. Locate and select the photo. 2. Click Save. The picture is saved to the database and is displayed in the photo window. <table border="1" data-bbox="459 481 1313 566"> <tr> <td data-bbox="459 481 566 521">Delete</td> <td data-bbox="566 481 1313 521">Click to delete the photo.</td> </tr> <tr> <td data-bbox="459 521 566 566">Cancel</td> <td data-bbox="566 521 1313 566">Click to close the window without making any changes.</td> </tr> </table> <p>If a picture has been uploaded for the incident, a camera icon is displayed on the button.</p>	Delete	Click to delete the photo.	Cancel	Click to close the window without making any changes.
Delete	Click to delete the photo.				
Cancel	Click to close the window without making any changes.				
<p>Comments</p>	<p>Click to add comments related to the incident. The comments pop-up window opens:</p> <ul style="list-style-type: none"> • Type comments related to the incident, and then click OK. • Click Cancel to close the window without updating the comments. <p>Click Save. Or, click Save and Add to save the changes and clear the page to add a new incident for the same student.</p> <p>If comments already exist for the incident, a paperclip icon is displayed on the button.</p>				
<p>Inquiry</p>	<p>Click to return to the Inquiry page.</p>				
<p>Return to Referrals</p>	<p>If you arrived at this page from Maintenance > Referrals, click the button to return to the Referrals page. The button is displayed even if you are not a discipline approver, but you must have security rights to use the Referrals page.</p>				

3. [Enter a multi-student incident.](#)

[Discipline > Maintenance > Student > Maintenance](#)

Enter and save an incident for the first student as described above. The **Multi Student Incident** button is not enabled until the incident is saved.

1. Click **Multi Student Incident**. The student ID and student name are cleared from the page; however, the incident information remains in the fields.
2. Retrieve the next student as described previously.
3. Update any incident data as needed, and then click **Save**. The student's name is added under **Students** below the **Multi Student Incident** button.
4. Click **Multi Student Incident** again to add another student.
5. Click **Save**.

Notes about multi-student incidents:

- If an incident is restricted by court order for one or more students involved in a multi-student incident, "Student Restricted" is displayed in place of the student's name, and no information about the student is provided. Note that if a restricted incident involved only one student, that incident cannot be retrieved to the page.
- In the **Offense** field, only the current offense (action reason code) or an offense with an equivalent PEIMS code of 23 (*Emergency Placement/Expulsion*) can be selected.
- If the **Date**, **Time**, **Reported by**, or **Location of Incident** fields are changed for a multi-student incident, a warning message is displayed. Click **Yes** to update the changed information for all students attached to the incident. Otherwise, click **No**.

- If the record has an equivalent PEIMS offense code of 23 and you change the **Location of Incident**, that location code is not saved to any of the other students connected to the record.
- If the record does not have an equivalent PEIMS offense code of 23 and you change the **Location of Incident**, the location is save to the student records connected to the incident that do not have an equivalent PEIMS offense code of 23. The new location is not saved to the student records that do have an equivalent PEIMS offense code of 23.

4. Enter bully and victim information if applicable.

Discipline > Maintenance > Student > Maintenance > Victim Information

If the discipline incident involved bullying of a student, use this tab to report the bullying event.

The screenshot displays the 'Victim Information' tab within a software application. At the top, there are 'Save' and 'Save And Add' buttons, and a 'School Year: 2021-2022' indicator. The main content area is divided into three sections: 'MAINTENANCE', 'VICTIM INFORMATION' (which is the active tab), and 'RESTRAINT INFORMATION'. Under 'Victim Information', there are input fields for 'STUDENT' (003774: ALDERETE, BRIGHID MAKAY), 'TEXAS UNIQUE STU ID' (1925354834), and buttons for 'Retrieve' and 'Directory'. Below these are fields for 'Campus ID: 001', 'Grade Level: 09', 'DOB: 10-10-2006', 'Gender: Male', and 'SSN: ●●●●●●-6208'. There are also checkboxes for various demographic categories like 'Hispanic/Latino', 'White', 'Black/African American', etc. The 'Bully/Harass Reason' section features a table with columns: View, Del, Date, Time, AM / PM, Reported By, Reason for Bullying/Harassment, Incident Number, Campus ID, Student ID, and Name. A single row is populated with: View (trash icon), Del (trash icon), Date (02-11-2022), Time (09:57:18), AM / PM (radio buttons), Reported By (BELL, KATIE (472)), Reason for Bullying/Harassment (National Origin), Incident Number (-NONE-), Campus ID (-), Student ID (-), and Name (Offender Unknown). An 'Add' button is located below the table. At the bottom, the 'Incident Victims' section shows a table with columns: View, Delete, Victim ID, Victim Name, Campus ID, and Incident Number, which is currently empty.

If you accessed this page by clicking **Victim** on the Maintenance tab, the Victim Information tab displays the offending student's discipline incident information in the **Bully/Harass Reason** (middle) grid. Click **Save** if no changes are needed.

- **Incident Victims** can only be added to an existing discipline incident record (i.e., you accessed the page by clicking **Victim** on the Maintenance tab).
- The **Victim** button is only enabled when the **Bully Reason** field on the Maintenance tab is set to a value other than *None*.
- The **Incident Victims** (bottom) grid remains blank if the victim record is not

associated with an existing discipline incident record.

Select a student:

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

Student	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>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.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 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. <p>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.</p>

NOTE: On the Victim Information tab, the **Student** autosuggest field allows access to *all* students in the district, not just those at the campus you are logged on to.

(The middle grid where a victim record can be added that is not associated with an existing discipline incident record will be used in future development. Currently, only victim information can be added that is associated with an existing discipline incident record.)

In the middle grid, click **+Add** to add a victim record that is *not* associated with an existing discipline incident record. A blank row is added to the grid.

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 <u>in</u> the field to select the date from a calendar. The date must be a membership date.
Time	The system (i.e., current) time is displayed by default. If necessary, click <u>in</u> the field to select the time of day when the incident occurred. Select AM or PM .
Reported By	Select the person or group who reported the incident. The drop-down list displays names from the following: <ul style="list-style-type: none"> • 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 <p>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.</p> <p>If you accessed the page by clicking Victim on the Maintenance tab, the field displays the person or group who reported the associated discipline incident, and the data is read-only.</p>
Reason for Bullying/Harassment	Select the reason that the bullying/harassment occurred (i.e., the protected class).


The following fields only apply if the victim record is associated with a discipline incident record (i.e., you accessed the page by clicking **Victim** on the Maintenance tab):


Incident Number	If the bullying 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. If the bullying incident was entered from this page and is not associated with a discipline incident record, "-NONE-" is displayed.
Campus ID	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking Victim on the Maintenance tab), the three-digit campus ID of the <i>offending</i> student is displayed. Otherwise, a dash is displayed.

Student ID	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking Victim on the Maintenance tab), the student ID of the <i>offending</i> student is displayed. Otherwise, a dash is displayed.
Name	If the victim record is associated with a discipline incident (i.e., you accessed this tab by clicking Victim on the Maintenance tab), the <i>offending</i> student's name is displayed. Otherwise, "Offender Unknown" is displayed.

Click **Save**.

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

 [Delete a row.](#)

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

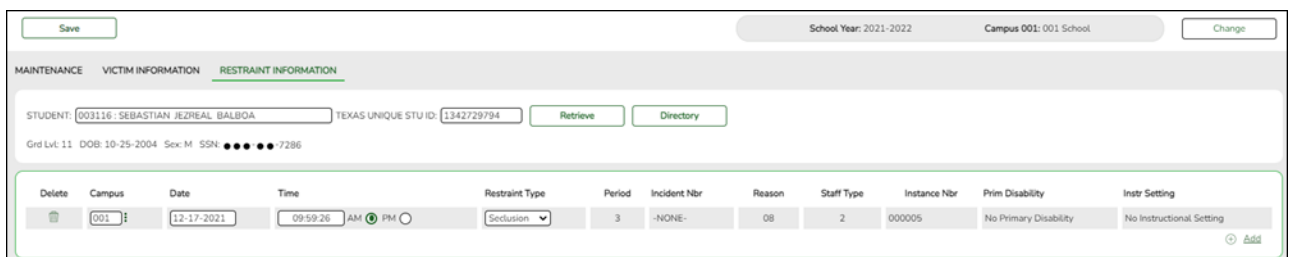
You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

If you delete a record from the **Bully/Harass Reason** (middle) grid, the associated student data record in the **Incident Victims** (bottom) grid is also deleted, and vice versa.

5. [Enter restraint information if applicable.](#)

[Discipline > Maintenance > Student > Maintenance > Restraint Information](#)

If the discipline incident involved restraint of a student, including disciplinary restraint of a special education student, use this tab to report the restraint event.




Select a student:

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

Student	<p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>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.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	<p>Click to select a student from the Directory.</p>
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 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. <p>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.</p>


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.

Campus	<p>Click  to select the campus at which the student was restrained, which is not necessarily the campus where the student is enrolled.</p> <p>TWEDS Data Element: CAMPUS-ID-OF-RESTRAINT-EVENT (E1032)</p>
Date	<p>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.</p> <p>TWEDS Data Element: DATE-OF-RESTRAINT-EVENT (E1034)</p>

Time	The system (i.e., current) time is displayed by default. If necessary, click <u>in</u> 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	<p>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.</p> <p>If the restraint incident was entered from this page and is not associated with a discipline incident record, "-NONE-" is displayed.</p>
Reason	<p>The field is automatically set to <i>08 Restrnt by Dist Police or Resource Offic</i> and cannot be changed. If you hove the cursor over the code, the description is displayed.</p> <p>TWEDS Data Element: RESTRAINT-REASON-CODE (E1033) (Code table C173)</p> <p>NOTE: Spec Ed student restraint information must also be added on Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint.</p>
Staff Type	<p>The field is automatically set to <i>02 District police officer or resource office (SRO)</i> 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.</p> <p>TWEDS Data Element: RESTRAINT-STAFF-TYPE-CODE (E1516) (Code table C194)</p> <p>NOTE: Spec Ed student restraint information must also be added on Special Education > Maintenance > Student Sp Ed Data > Current Year > Child Restraint.</p>
Instance Nbr	<p>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.</p> <p>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.</p> <p>TWEDS Data Element: RESTRAINT-INSTANCE-NUMBER (E1035)</p>
Prim Disability	The student's primary disability code and description are displayed.
Instr Setting	<p>The student's current instructional setting code and description are displayed.</p> <p>TWEDS Data Element: INSTRUCTIONAL-SETTING-CODE (E0173) (Code table C035)</p>

Click **Save**.

 **Delete a row.**

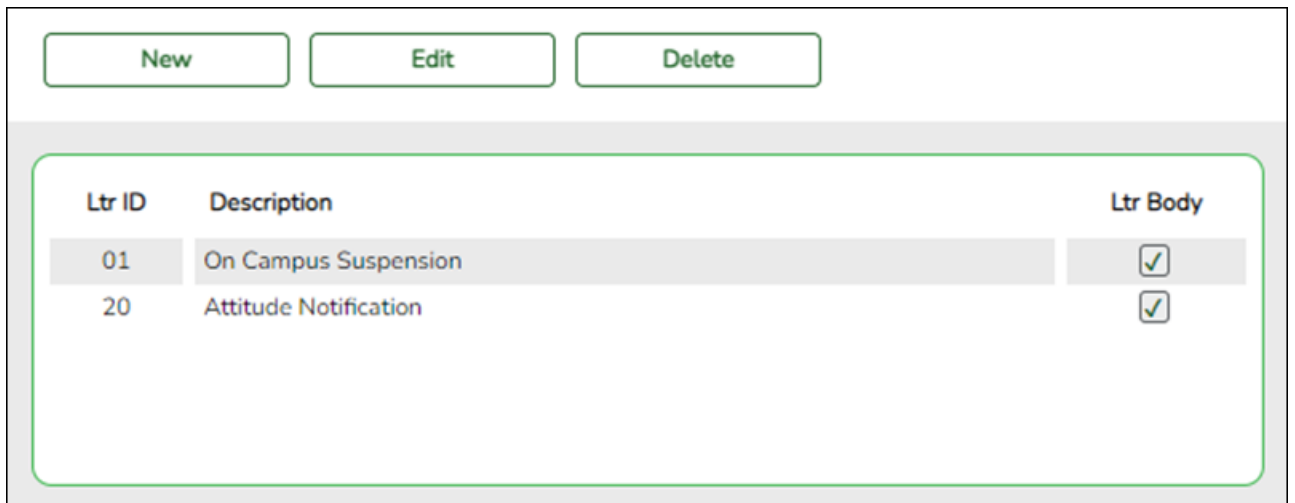
1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

6. [Create the discipline incident letter for the parent\(s\).](#)

[Discipline](#) > [Maintenance](#) > [Letters](#) > [Update](#)

Use this tab to create a template for a letter to send to the parent(s) regarding a discipline incident.



A list of existing letters is displayed in the grid sorted alphanumerically by type.



Ltr Body The field is selected if the body of the letter has been typed in the editor.

Click **New** to create a new letter.

The text editor opens, and a blank page and formatting toolbar are displayed.

Type	Type a two-digit letter type code to identify the letter.
Description	Type a description of the letter, up to 50 characters.

Type or edit the letter using as many variables as necessary.

Variables	<p>1. To add a variable, position the cursor where you want to insert a variable.</p> <p>2. Click Variables to select a variable.</p> <p>The Letter Variables lookup is used to select letter variables when printing attendance, discipline, or health letters. Some variables are not available, depending on the letter type.</p> <p>Search for a variable:</p> <p>Letter variables are listed in alphabetical order by replacement. Replacement describes the content that will appear in place of the variable when letters are generated for students.</p> <p>The list can be re-sorted.</p> <p>You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.</p> <p><input type="checkbox"/> To search for a specific variable, begin typing the replacement text in the Search field.</p> <p>The list is automatically filtered to display the variables that contain the characters you have typed.</p> <p><input type="checkbox"/> When you locate the variable you want to retrieve, click the replacement. The lookup closes, and the letter is populated with the selected variable.</p> <p><input type="checkbox"/> Repeat for the remaining variables.</p> <p><input type="checkbox"/> Click Cancel to close the lookup without selecting a variable.</p> <p>3. Click the link for the variable you want to add. The variable is inserted into the letter.</p> <p>4. Repeat for the remaining variables.</p> <p>Variables must be inserted one at a time.</p>
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Click **Save**.

The letter editor closes, and the new letter is added to the grid.

Click **Cancel** to close the letter editor without making changes.

Edit	<ol style="list-style-type: none"> 1. Click a letter in the grid to select it, and then click Edit. The letter opens in the letter editor. 2. Edit the letter type, description, or body as needed. 3. To delete a variable, highlight the variable to select it, and then press DELETE. 4. Click Save. The letter editor closes, and you return to the Update page.
Delete	Click a letter in the grid to select it, and then click Delete . The letter is deleted from the grid.

7. [Print the discipline incident letter for the parent\(s\).](#)

[Discipline > Maintenance > Letters > Print](#)

Use this tab to retrieve the student(s) for whom you want to print letters. Once you select the students, you can set printing options, print a test page, and then print the letters.

Student ID:	Last Name:	First Name:	Grade Level:	Incident Date:	Discipline Action Date:	Administered By:	Offense Code:	Go	Print
003055				--	--				

Select All	Student ID	Student Name	Grade Level	Entry Date	Withdraw Date	Incident Date/Time	Offense Code	Offense Description
<input checked="" type="checkbox"/>	003055	ARTALEJO, DANDY C	12	08-09-2021		04-25-2022 09:41 AM	0502	Coercion toward student
<input checked="" type="checkbox"/>	003055	ARTALEJO, DANDY C	12	08-09-2021		04-25-2022 09:50 AM	0406	Horseplay, scuffling, running

IMPORTANT: To print a discipline letter, the **Parent Contact** field must be set to *Letter* on [Maintenance > Student > Maintenance](#) for the incident; otherwise, the incident cannot be retrieved on this page.

Retrieve a student using one or more of the following fields.

Or, leave all fields blank to retrieve all students.

Student ID	Type the student's ID if known. If you know the ID, it is not necessary to use the remaining fields.
Last Name	Type all or part of the last name to retrieve all students whose last name <i>begins with</i> the letters you typed.
First Name	Type all or part of the first name to retrieve all students whose first name <i>begins with</i> the letters you typed.
Grade Level	Type the two-digit grade level to retrieve only students in a particular grade level.
Incident Date	Type the date on which the incident occurred in the MMDDYYYY format.
Discipline Action Date	Type the date on which action was taken for the incident in the MMDDYYYY format.

Administered By	<p>Select the person handling the incident and taking action. The drop-down list displays names from the following:</p> <ul style="list-style-type: none"> • Discipline > Tables > Campus Level > Administered By • Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor <p>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.</p>
Offense Code	Select the offense code for the record you want to retrieve.

Click **Go**.

All students who match the specified criteria are displayed in alphabetical order.

Select the students for whom you want to print letters.

Click **Print**.

A pop-up window opens.

On the **Other Selection** tab, all fields are required:

Letter Type	Select a letter type for one of the letters created on the Update page.
Change “Parent Contacted” from (L) Letter to (Y) Yes	<p>Indicate if the student's Parent Contacted field on Maintenance > Student > Maintenance should be changed from <i>Letter</i> to <i>Yes</i> once the letter is generated:</p> <ul style="list-style-type: none"> • Yes - The Parent Contacted field will be updated to <i>Yes</i>, and a letter will not be generated again for this incident. Also, the Contact Date field is updated with the date on which the letter is printed. IMPORTANT: Note that to print a letter again for this incident, you will need to reset the Parent Contacted field to <i>Letter</i> or select No for this field. • No - The Parent Contacted field remains as <i>Letter</i>, and another letter can be generated.
Sort Sequence	Select the order in which you want the letters printed (alpha, grade, or zip code).

Which Parents to Send to:	<ul style="list-style-type: none"> • First Primary Parent to Receive Mailouts - Send the letter only to the priority one guardian who is selected to receive mailouts. • All Primary Parents to Receive Mailouts - Send the letter to all guardians who are selected to receive mailouts. <p>The Receive Mailouts and Priority fields are maintained on Registration > Maintenance > Student Enrollment > Contact.</p> <p>Duplicate addresses are skipped.</p> <p>Discipline letters are not printed in different languages. If multiple contacts have duplicate addresses, Receive Mailouts is selected, and the languages are different, the letter will be printed for the contact with the lowest priority number.</p>
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On the **Print Letters** tab:


Paper Size	Adjust the page width and height as needed.
Margins	Adjust the left, right, top, and bottom margins as needed. The margins are specified in inches.


Click **Test** to print a test page, or click **Run** to print letters for all selected students.

The letter opens in a new window or tab.


[Review, save, and/or print the letters.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Cancel** to close the dialog box without printing the letter.

8. [View reports.](#)

[Discipline > Reports > Discipline](#)
[Discipline > Create Discipline Report](#)

View and print all discipline reports as needed.

1.



Back Cover