



SDS1600 - Student Suspensions/Expulsions Report

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The report lists students who have received one or more in-school suspensions, out-of-school suspensions, expulsions with educational services, and expulsions without educational services. The report title changes according to the selected report parameters.

Parameter	Description
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. 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.
Grade Level (Blank for All)	Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels.
Student IDs (Blank for All)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to select the students . Leave blank to select all students.
In-School Suspensions (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an in-school suspension (i.e., 06 and 26). N or blank - Do not include these students.
Out-of-School Suspensions (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an out-of-school suspension (i.e., 05 and 25). N or blank - Do not include these students.
Expulsions with Educational Services (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an expulsion with educational services (i.e., 02, 03, 04, 15, 51, 52, 53, 56, 58, and 61). N or blank - Do not include these students.
Expulsions without Educational Services (Y, N, Blank = N)	Y - Include students who have a PEIMS action code for an expulsion without educational services (i.e., 01 and 50). N or blank - Do not include these students.
From Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar.
To Action Date (MMDDYYYY)	Type the date, or click  to select the date from a calendar. Leave blank to use the current date. If retrieving data for a prior school year, enter a date, or leave blank to use the last date of the school year.

Parameter	Description
Print Parameters (Y, N, Blank = N)	Y - Print the report parameters used. They will print on the last page of the report. N or blank - Do not print the parameters.

Other functions and features:

Sort [Sort report data.](#)

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

The screenshot shows the 'Sort/Filter' window for the report 'Discipline/Attendance Suspension Discrepancies'. The window is titled 'Sort/Filter' and has a close button (X) in the top right corner. It contains two main sections: 'Sort Criteria' and 'Filter Criteria'. The 'Sort Criteria' section is expanded, showing a list of 'Columns Available for Sorting' on the left and a list of 'Sort Columns' on the right. The 'Columns Available for Sorting' list includes: Discp Actn Date (YYYYMMDD), Discrepancy ISS/OSS, From Date (YYYYMMDD), Grd Lvl, Incident Number, Name, PEIMS Action Code, Period 00, Period 01, and Period 02. The 'Sort Columns' list includes: Attendance Date (YYYYMMDD) and Campus ID. Both 'Attendance Date' and 'Campus ID' are set to 'Ascending' order. There are green arrow buttons (> and <) between the two lists to move fields. The 'Filter Criteria' section is collapsed. At the bottom of the window are 'OK' and 'Cancel' buttons.

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location. - In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. - To remove a field from the sort, select the field, and then click to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

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. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ 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. Note: When filtering report data by date, you must use the following formats: • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. 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. • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • 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. 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. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
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