



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	<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>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</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	Click to select a student from the Directory .
(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 in 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 in 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>TWEDS Data Element: DISCIPLINARY-INCIDENT-NUMBER (E1016)</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>TWEDS Data Element: REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table C130)</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> <p>TWEDS Data Element: BEHAVIOR-LOCATION-CODE (E1083) (Code table C190)</p>
Witnessed	Select if the incident was witnessed.
Parent Contacted	<p>Indicate if the parent <i>has been or will be</i> contacted about the incident.</p> <p>IMPORTANT: If a letter will be sent, you must select <i>Letter</i>.</p>
Contact Date	<p>Enter the date the parent was contacted if applicable.</p> <p>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.</p>
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.

SSSP Team Review	<p>Select if team conducted a threat assessment related to a reported disciplinary incident.</p> <p>SAFE-SUPPORTIVE-SCHOOL-PROGRAM-TEAM-REVIEW (E1734) (TX-SafeSupportiveSchoolProgramTeamReview) indicates whether the Safe and Supportive School Program (SSSP) team conducted a threat assessment related to a reported disciplinary incident.</p>
Reported by	<p>Select the person or group who reported the incident. The drop-down list displays names from the following:</p> <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	<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>
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	<p>Select to calculate the number of cyber bullying incidents entered when the PEIMS Offense Code is 61.</p> <p>TWEDS Data Element: NUMBER-OF-CYBERBULLYING-INCIDENTS (E1728)</p>


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

A blank row is added to both grids.

Offense	<p>Click  to select an offense code. The equivalent PEIMS code (if applicable) and offense description are displayed.</p> <p>TWEDS Data Element: DISCIPLINARY-ACTION-REASON-CODE (E1006) (Code table: C165)</p> <p>TWEDS Rules:</p> <ul style="list-style-type: none"> • Rule 44425-009: The date of the offense code must not be equal to or greater than September 1, 2021. • Rule 44425-0018: If the offense code is 27 or 28, the Act must be 02, 04-09, 11, 12, 14, 16-19, 26-32, 35-37, 46-48, 55, 57, or 60. • Rule 44425-0050: If the offense code is 21-23, 41, 55-56, or 61, the Location of Incident must be 00. • Rule 44425-0051: If the offense code is 09 or 10, the Location of Incident must be 04. • Rule 44425-0055: If the offense code is not 21-23, 41, 55-56, or 61, the Location of Incident must not be 00. • Rule 44425-0056: If the offense code is 01 or 59, the Location of Incident must be 01 or 03. • Rule 44425-0057: If the offense code is 04-07, 27, 28, 49, or 60, the Location of Incident must be 01-03. • Rule 44425-0058: If the offense code is 08, the Location of Incident must be 01-04. • Rule 44425-0059: If the offense code is 11, 12, 14, 16-19, 30-32, or 57, the Location of Incident must be 01-03 or 05. • Rule 44425-0060: If the offense code is 36 or 37, the Location of Incident must be 01, 03, or 05. • Rule 44425-0074: If the offense code is 01-05, 07-12, 15, 25, 50-53, 55-59, or 61, the Offense code must not be blank. • Rule 44425-0075: If the offense code is not 01-05, 07-12, 15, 25, 50-53, 55-59, or 61, the Offense code must be blank/not reported.
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>

☐ 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.					
	TWEDS Data Element: DISCIPLINARY-ACTION-CODE (E1005) (Code table C164)					
	If the action code is 01-04, 07-12, 15, 50-59, or 61, you can override the action with code 27 or 28:					
	<ul style="list-style-type: none"> • Code 27 can only be used if the student is in special education on the incident date. 					
	<ul style="list-style-type: none"> • 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. 					
	<ul style="list-style-type: none"> • 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.					
TWEDS Data Element: CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY (E1037)						

Discp Actn Date	<p>Enter the date that the disciplinary assignment (i.e., action) was ordered. The date is not necessarily the date on which the incident occurred.</p> <p>TWEDS Data Element: DATE-OF-DISCIPLINARY-ACTION (E1036)</p> <p>TWEDS Rules:</p> <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	<p>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.</p>
Official Length	<p>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.</p> <p>TWEDS Data Element: OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1007)</p>
Actual Length	<p>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.</p> <p>TWEDS Data Element: ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1008)</p>
Diff Code	<p>If the Official Length and Actual Length are different, select the reason.</p> <p>TWEDS Data Element: DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE (E1009) (Code table C166)</p>
Campus Assignment	<p>Type the three-digit campus ID to which the student is assigned for the disciplinary action.</p> <p>TWEDS Data Element: CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT (E1003)</p> <p>The field is required unless the action code is 06, 07, or 26.</p> <p>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.</p> <p>The field must be blank if the action code is 01, 05, 25, 27-29, 50, or C3.</p>
Amount	<p>(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.</p>
Action Nbr	<p>If an equivalent PEIMS code exists for the action, the action number automatically assigned during the PEIMS discipline extract is displayed.</p> <p>TWEDS Data Element: DISCIPLINARY-ACTION-NUMBER (E1004)</p>
Inconsistent	<p>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.</p> <p>TWEDS Data Element: INCONSISTENT-CODE-OF-CONDUCT-INDICATOR-CODE (E1656)</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.



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