



ASCENDER GUIDES



Discipline (Summer)

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Update data for the *StudentDisciplineIncidentAssociationExtension* complex type as needed.

The *StudentDisciplineIncidentAssociationExtension* complex indicates students related to a discipline incident who were victims, perpetrators, witnesses, and/or reporters.

Modify a record:

Select a student

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

Stu ID	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers 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.
Stu Name	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none">• Last name, comma, first name• Last name initial, comma, first name initial As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.
Texas Unique Stu ID	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
Directory	Click Directory to select a student from the directory .

Click **Retrieve** to retrieve the selected student.

Click **+Add** to add a blank row.

Field	Description
Campus of Enrollment	<p>CAMPUS-ID-OF-ENROLLMENT (E0782)</p> <p>Type or select the ID for the campus at which a student is enrolled.</p> <p>For the fall submission (S1), the field should be blank unless you are reporting students with as-of-status code C, E, or G.</p> <p>For the summer submission (S3), the campus of enrollment should always be blank.</p> <p>For the extended submission (S4), the campus of enrollment is required and allowed only for students participating in the bilingual/ESL summer school program.</p>
Campus of Disciplinary Assignment	<p>CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT (E1003)</p> <p>Type the nine-digit ID (CCCDDDXXX, where CCC is the county, DDD is the district, and XXX is the campus ID) of the campus where the student was placed for disciplinary reasons.</p>
Action Number	<p>DISCIPLINARY-ACTION-NUMBER (E1004)</p> <p>Type a number to identify the disciplinary action, up to three digits. The number allows you to differentiate between two or more disciplinary actions with identical student IDs and campus IDs of enrollment.</p>
Action Code	<p>DISCIPLINARY-ACTION-CODE (E1005)</p> <p>Code table: C164</p> <p>Select the code indicating the disciplinary action taken in response to the discipline offense.</p>
Action Reason	<p>DISCIPLINARY-ACTION-REASON-CODE (E1006)</p> <p>Code table: C165</p> <p>Select the code indicating the reason for the disciplinary action.</p>
Official Length of Assignment	<p>OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1007)</p> <p>Type the official length in whole days of the student's disciplinary assignment.</p>
Actual Length of Assignment	<p>ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1008)</p> <p>Type the actual length in whole days of the student's disciplinary assignment.</p>
Length Difference Reason	<p>DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE (E1009)</p> <p>Code table: C166</p> <p>If there is a difference between the official and actual lengths of assignment, select the code indicating the reason for the difference.</p>
Incident Number	<p>DISCIPLINARY-INCIDENT-NUMBER (E1016)</p> <p>Type a number for the incident, up to six digits.</p>
Report Period	<p>REPORTING-PERIOD-INDICATOR-CODE (E0934)</p> <p>Code table: C130</p> <p>Select the period for which the data is being reported.</p>

Field	Description
Date of Disciplinary Action	DATE-OF-DISCIPLINARY-ACTION (E1036) Type the date on which the disciplinary assignment was ordered. This may or may not be the date on which the disciplinary infraction occurred or the disciplinary assignment begins. Use the MMDDYYYY format.
Campus of Disciplinary Responsibility	CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY (E1037) Type the nine-digit ID (CCCDDDDXXX, where CCC is the county, DDD is the district, and XXX is the campus ID) of the campus at which the student was enrolled when the incident occurred.
Behavior Location Code	BEHAVIOR-LOCATION-CODE (E1083) Code table: C190 Select the code for the location in which the discipline incident occurred.

Click **Save**.

Other functions and features:

	<p>Delete a row.</p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Delete	<p>Delete all of the student's records.</p> <p>Click Delete to delete all of the student's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Change ID	<p>Change the student's ID.</p> <p>The Change ID button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page.</p> <p>In the New Student ID field, type a valid social security number that you would like to change the existing ID to, and then click Submit.</p> <p>The Change Student ID dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>



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