



Discipline (Summer)

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State Reporting > Maintenance > Summer > Student > Discipline

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.

[Cross reference for Student Discipline tab:](#)

State Reporting Field	Element	ASCENDER Field(s)
Discipline > Maintenance > Student > Maintenance		
Campus of Disciplinary Assignment	CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT (E1003)	Campus Assignment
Action Number	DISCIPLINARY-ACTION-NUMBER (E1004)	Action Nbr
Action Code	DISCIPLINARY-ACTION-CODE (E1005) (Code table: C164)	Act
Action Reason	DISCIPLINARY-ACTION-REASON-CODE (E1006) (Code table: C165)	Offense Description
Official Length of Assignment	OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1007)	Official Length
Actual Length of Assignment	ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1008)	Actual Length
Length Difference Reason	DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE (E1009) (Code table: C166)	Diff Code
Incident Number	DISCIPLINARY-INCIDENT-NUMBER (E1016)	Incident Nbr
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table: C130)	Reporting Period
Date of Disciplinary Action	DATE-OF-DISCIPLINARY-ACTION (E1036)	Discp Actn Date
Campus of Disciplinary Responsibility	CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY (E1037)	Campus Resp
Behavior Location Code	BEHAVIOR-LOCATION-CODE (E1083) (Code table: C190)	Location of Incident
Registration > Maintenance > Student Enrollment > W/R Enroll		
Campus of Enrollment	CAMPUS-ID-OF-ENROLLMENT (E0782)	Entry/Exit Date

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: • 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**.

A blank row is added to the grid.

Campus of Enrollment	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the ID for the campus at which a student is enrolled. For the fall submission (S1), the field should be blank unless you are reporting students with as-of-status code C, E, or G. For the summer submission (S3), the campus of enrollment should always be blank. For the extended submission (S4), the campus of enrollment is required and allowed only for students participating in the bilingual/ESL summer school program.
Campus of Disciplinary Assignment	CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT (E1003) Type the nine-digit ID (CCCDDDDXXX, 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.
Action Number	DISCIPLINARY-ACTION-NUMBER (E1004) 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.

Action Code	DISCIPLINARY-ACTION-CODE (E1005) Code table: C164 Select the code indicating the disciplinary action taken in response to the discipline offense.
Action Reason	DISCIPLINARY-ACTION-REASON-CODE (E1006) Code table: C165 Select the code indicating the reason for the disciplinary action.
Official Length of Assignment	OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1007) Type the official length in whole days of the student's disciplinary assignment.
Actual Length of Assignment	ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT (E1008) Type the actual length in whole days of the student's disciplinary assignment.
Length Difference Reason	DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE (E1009) Code table: C166 If there is a difference between the official and actual lengths of assignment, select the code indicating the reason for the difference.
Incident Number	DISCIPLINARY-INCIDENT-NUMBER (E1016) Type a number for the incident, up to six digits.
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130 Select the period for which the data is being reported.
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 (CCCDXXX, 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**.

Add**Add a student.**

Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

State Stu ID

This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.

- The first character must start with S or 0-8.
- The first three characters cannot be 000, 666, or 900-999.
- The middle digits (4th and 5th digit) cannot be 00.
- The last four digits cannot be 0000.
- The number cannot be 123456789, 219099999, or 078051120.

The following fields are required:

Fall	Summer	Extended
• State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status	• State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status • Campus • Foundation Coursework • Unaccompanied Youth Status (if Homeless Status is not 0) • Career and Technical Ed • Foster Care • Military Connected	• State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Foster Care

Click **Save**.

+Add	Add a discipline record for the student.
	Delete a row. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save.
Delete	Delete all of the student's records. Click Delete to delete all of the student's records. A confirmation message is displayed. Click OK to continue. Otherwise, click Cancel.
Change ID	Change the student's ID. The Change ID button is disabled until a student is retrieved on the page. Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page. 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. 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. Click OK to continue. Otherwise, click Cancel.



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