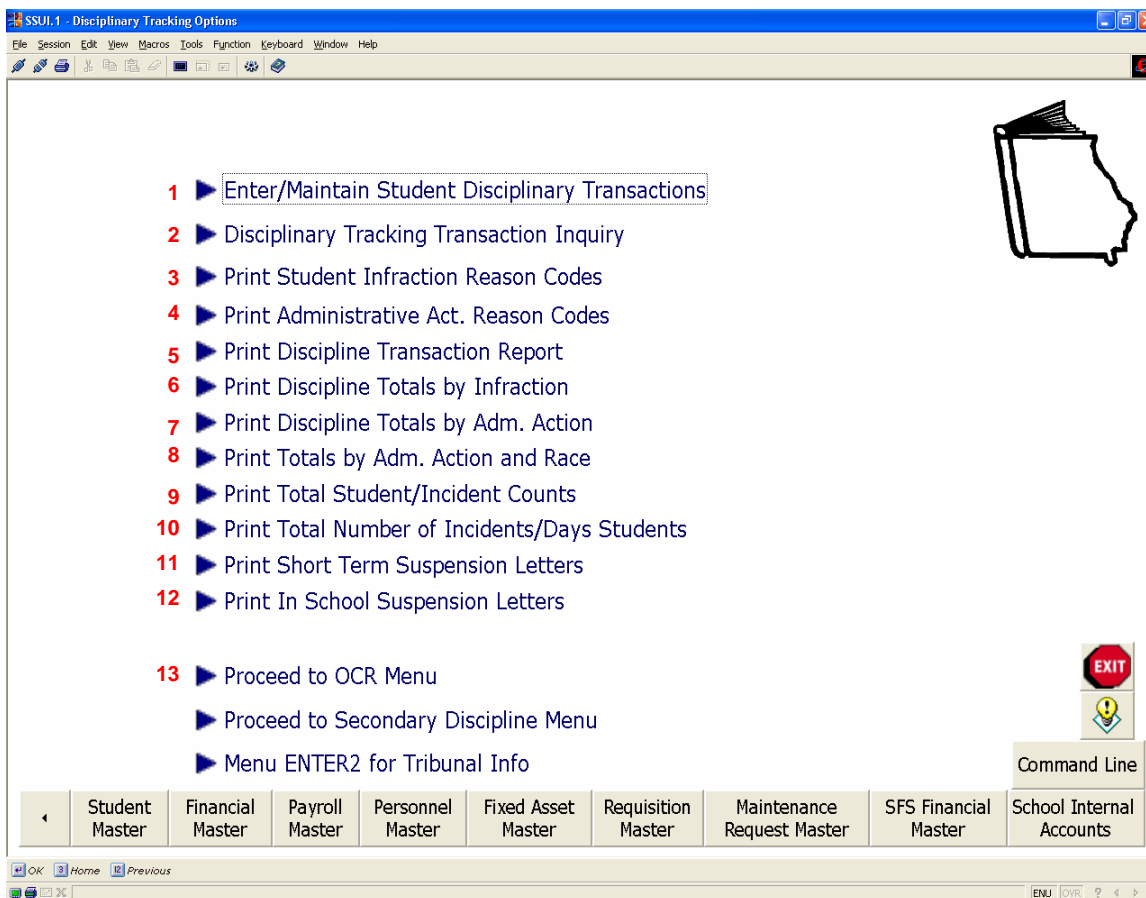


DISCIPLINARY TRACKING

Disciplinary Tracking Menu Options

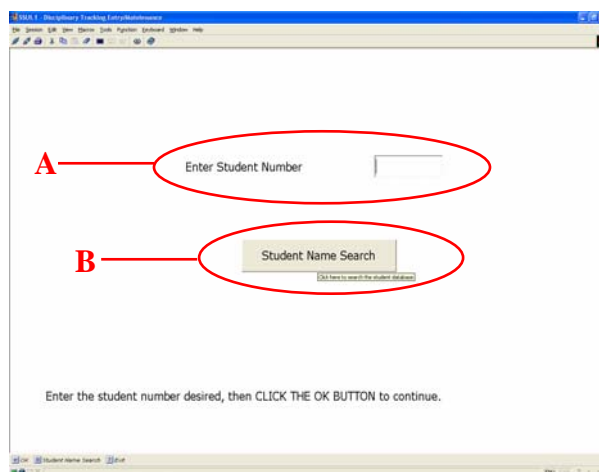
The available options for the Disciplinary Tracking menu is shown below. This manual will explore each option in detail.



1 – Enter / Maintain Student Disciplinary Transactions

After selecting this option, there are two ways to enter / maintain student disciplinary transactions.

- A. Enter a **Student Number**
- B. Perform a **Student Name Search**.



DISCIPLINARY TRACKING

Option A

Enter a **Student Number** and select the “OK” button to continue. The following screen will appear:

The screenshot shows a software window titled "SSMUI.1: Disciplinary Tracking Entry/Maintenance". It displays student information for DOE, MARY JANE (Student Number: 012345). Below this is a table of disciplinary incidents. At the bottom, there are input fields for "Enter Incident Number" and "Enter Incident Date", along with "Add" and "Change" buttons. A message states "NO MORE TRANSACTIONS FOR THIS STUDENT". Navigation buttons like "Student Master Inq", "Cumulative Grade Rec", etc., are visible at the bottom.

Incident Number	Incident Date	Primary School	Primary Inf#	Primary Admin. Action	Primary Instructor	Admin. Number
001	04/18/2005	57	43	DETENTION/TIMEOUT	077 TAYLOR, SUSAN	081
001	04/28/2006	47	43	DETENTION/TIMEOUT	255 TEACHER SUB, DISC	508

Option B

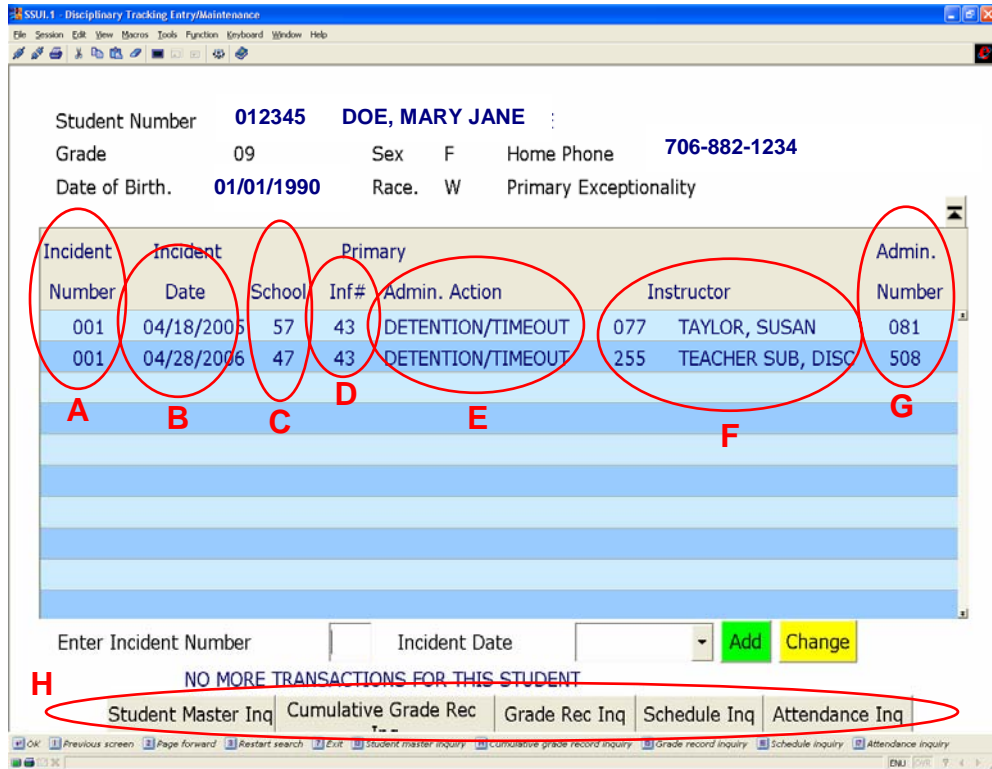
Select **Student Name Search**. The following screen will appear:

The screenshot shows a software window titled "SSMUI.1: STUDENT NAME SEARCH". It contains input fields for "Enter Student Name" and "Enter School Number" (with a dropdown menu and the note "(00 displays all Authorized Schools)"). A "Search" button is located to the right of the school number field. There is also a checkbox for "Display Active Students Only?". At the bottom, instructions read: "Enter a partial name, optionally enter a school number, then press the ENTER key to begin search." Navigation buttons like "OK", "Previous screen", and "Exit" are at the bottom.

DISCIPLINARY TRACKING

Enter the student's name (last name, first name) and click on search. You may enter the school number and check the "Display Active Students Only?" box to narrow the search parameters.

Double click on the name of the student you wish to enter/maintain disciplinary actions for. This will bring you back to previous screen and will place the student's number in the box. Select the "OK" button to continue. The following screen will appear:



Understanding the Disciplinary Tracking Screen

- A. This is the incident number, which starts over when students change schools.
- B. This is the date of the discipline incident.
- C. Shows the school this student was attending when the incident took place.
- D. Infraction number (see list of Student Infraction Reasons)
- E. Administrative Action taken.
- F. Instructor name and number.
- G. Administrator's number
- H. Additional options available from this screen allow you to view the student's master file, grades, schedule, and attendance records.

DISCIPLINARY TRACKING

Adding a Disciplinary Transaction

To add a disciplinary transaction, enter the incident date in the “MMDDYYYY” format and select the green “Add” button. The following screen will appear:

Student Number.: 012345 DOE, MARY JANE
Incident Date 05/10/2006
Incident Number 002

A School Number
B Instructor Number
C Administrator Number.
D Time of Incident
E Infraction Reason(s).
F Adm. Action Reason(s)
G Adm. Action Taken
H Number of Above
I Action Auxiliary Code
J Context
K Location
L Parents Notified by
M Additional Comments

Search Instructors
Search Administrators
Display Infractions
Display Admin Actions
Delete Incident
Help
Help
Help

Enter the disciplinary information as described below.

- A. Enter school number
- B. Enter the instructor number or select the “***Search Instructors***” button to locate the instructor. Once the desired instructor is displayed, double click on the instructor’s name to export to the Disciplinary Tracking Entry/Maintenance screen. Please do not leave this field blank.
- C. Enter the administrator’s number or select the “***Search Administrators***” to locate the administrator.
- D. Enter the time of the incident, if known.
- E. Enter the infraction reason(s) by reason code, being sure to list the most severe infraction first. You may choose the “***Display Infractions***” button to display the available reason codes.
- F. Enter the administrative action(s) taken. You may choose the “***Display Admin. Actions***” button to display the available action codes.
- G. Enter whether this action was in Days (D), Hours (H), or Licks (L).
- H. Enter the number of days, hours, or licks given.
- I. This field is left blank unless a student has been expelled, enter a “0001” if it is not a permanent expulsion, enter a “0002” if this is a permanent expulsion. If a student has been assigned to the alternative school, enter “6595”.

NOTE: You must enter a four-digit code. The zeros must be entered in front of the one or two.

DISCIPLINARY TRACKING

- J. Enter the context for this incident. (You may choose the **"Help"** to display these options.
 - a. Leave it blank for during school hours
 - b. Enter a "1" for outside school hours, school sponsored
 - c. Enter a "2" for outside school hours, non-school sponsored, but school related
 - d. Enter a "3" for outside school hours, non-school sponsored, not school related
- K. Enter the location for this incident. (You may choose the **"Help"** to display these options.
 - a. Leave it blank for on campus
 - b. Enter a "1" for off campus
 - c. Enter a "2" for on school transportation
- L. Enter how the parents were notified You may choose the **"Help"** to display these options.
 - a. Enter "T" for telephone
 - b. Enter "L" for letter
 - c. Enter "C" for conference
 - d. Enter "O" for other
- M. Enter additional information as needed for this incident.

Select the "OK" button to add this incident to the student's disciplinary record.

*****NOTE:** Please be sure to list the most severe administrative action assigned to the student first.

Changing a Disciplinary Transaction

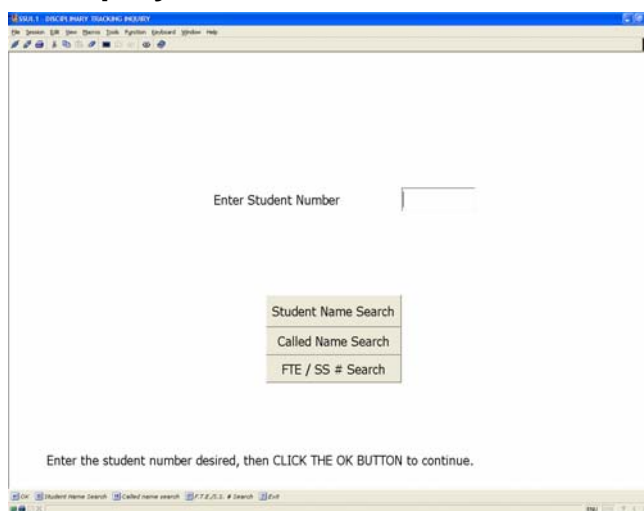
To change an existing incident, double click on the incident and the information will be displayed. Make the necessary changes and select the "OK" button to make the desired modifications.

2 – Disciplinary Tracking Transaction Inquiry

This menu option allows you to review the disciplinary history for a specific student. You may enter the student number or search for a specific student by **Student Name, Called Name**, or by **FTE / SS #** as shown on the screen shot on the right.

Discipline incidents may be reviewed, however no data can be entered or modified in this mode.

Additional options are available from the inquiry screen which allow you to



DISCIPLINARY TRACKING

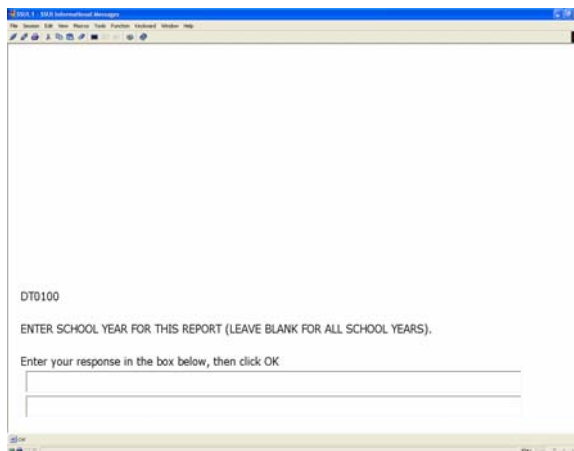
view the student's master file, grades, schedule, and attendance records.

DISCIPLINARY TRACKING

3 – Print Student Infraction Reason Codes

This option will print a list of Student Infractions by reason codes. Once selected, you will be prompted to enter the school year for this report. (See screen shot at right.)

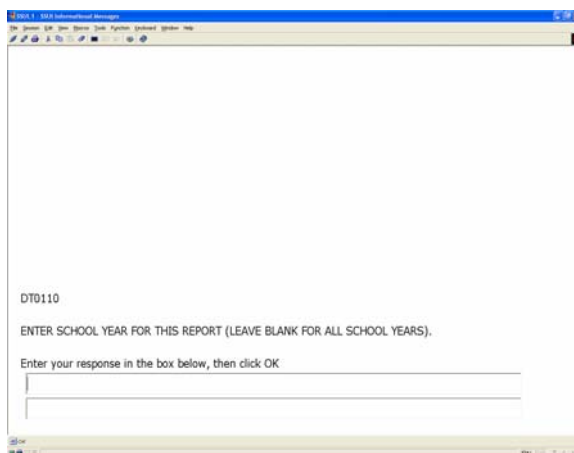
Enter the current school year and select the “OK” button to continue. This will automatically generate the report of student infraction reason codes for the current school year.



4 – Print Administrative Act. Reason Codes

This option will print a list of Administrative Actions by reason codes. Once selected, you will be prompted to enter the school year for this report. (See screen shot at right.)

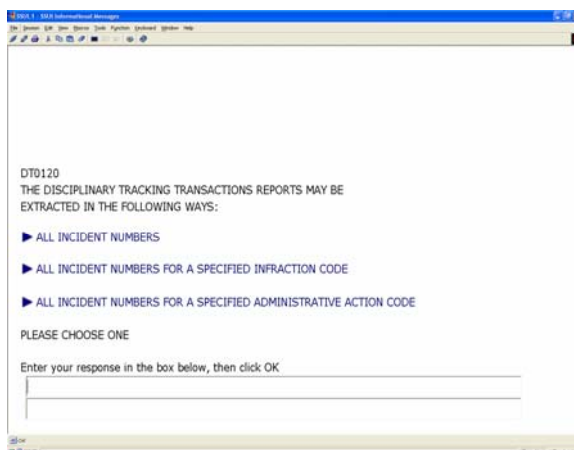
Enter the current school year and select the “OK” button to continue. This will automatically generate the report of administrative action reason codes for the current school year.



5 – Print Discipline Transaction Report

This option will generate reports for disciplinary tracking transactions in several ways:

- A. All Incident Numbers
- B. All Incident Numbers for a Specified Infraction Code
- C. All Incident Numbers for a Specified Administrative Action Code



DISCIPLINARY TRACKING

Option A – All Incident Numbers

Click on this option. If you would like the report separated so that only one student is printed per page, enter a “Y” in the box and select “OK” to continue. If you do not want the report pages separated by student, leave this box blank and select “OK” to continue.

Many options are available for filtering the report, as shown below.

1 From Date

2 To Date

3 School Year

4 School Number (Leave Blank for All)

5 Instructor Number (Leave Blank for All)

6 Administrator Number (Leave Blank for All)

7 Student Number (Leave Blank for All)

8 Grade Level (Leave Blank for All)

9 Number of Copies

1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.
5. Enter the instructor number, or leave this blank for all instructors.
6. Enter the administrator number, or leave this blank for all administrators.
7. Enter the student number, or leave this blank for all students.
8. Enter the grade level, or leave this blank for all grades
9. Enter the number of copies you wish to print.

DISCIPLINARY TRACKING

You are given two formatting options for this report:

1. By student name, incident date, and number
2. By instructor, student name, incident date, and number

Enter either “1” or “2” in the box and select “OK” to continue.

Option B – All Incident Numbers For a Specified Infraction Code

Click on this option. If you would like the report separated so that only one student is printed per page, enter a “Y” in the box and select “OK” to continue. If you do not want the report pages separated by student, leave this box blank and select “OK” to continue.

Many options are available for filtering the report, as shown below.

1	From Date	<input type="text"/>	
2	To Date	<input type="text"/>	
3	School Year	<input type="text"/>	
4	School Number	<input type="text"/>	(Leave Blank for All)
5	Instructor Number	<input type="text"/>	(Leave Blank for All)
6	Student Number	<input type="text"/>	(Leave Blank for All)
7	Grade Level	<input type="text"/>	(Leave Blank for All)
8	Infraction Reason	<input type="text"/>	(Leave Blank for All)
9	Number of Copies	<input type="text"/>	(01 Assumed if Blank)

1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.
5. Enter the instructor number, or leave this blank for all instructors.

DISCIPLINARY TRACKING

6. Enter the student number, or leave this blank for all students.
7. Enter the grade level, or leave this blank for all grades
8. Enter the infraction reason, or leave this blank for all infractions.
9. Enter the number of copies you wish to print, or leave this blank for one copy.

Option C – All Incident Numbers For a Specified Administrative Action Code

Click on this option. If you would like the report separated so that only one student is printed per page, enter a “Y” in the box and select “OK” to continue. If you do not want the report pages separated by student, leave this box blank and select “OK” to continue.

Many options are available for filtering the report, as shown below.

The screenshot shows a dialog box titled "SSUI.1 - Disciplinary Tracking Prompt" with a menu bar (File, Session, Edit, View, Macros, Tools, Function, Keyboard, Window, Help) and a toolbar. The main area contains ten numbered options for filtering the report:

1	From Date	<input type="text"/>
2	To Date	<input type="text"/>
3	School Year	<input type="text"/>
4	School Number	<input type="text"/> (Leave Blank for All)
5	Instructor Number	<input type="text"/> (Leave Blank for All)
6	Administrator Number.	<input type="text"/> (Leave Blank for All)
7	Student Number	<input type="text"/> (Leave Blank for All)
8	Grade Level	<input type="text"/> (Leave Blank for All)
9	Administrative Action	<input type="text"/> (Leave Blank for All)
10	Number of Copies	<input type="text"/>

At the bottom, there are "OK" and "Exit" buttons, and a status bar showing "ENUJ [OVR] ? < >".

1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.

DISCIPLINARY TRACKING

5. Enter the instructor number, or leave this blank for all instructors.
6. Enter the administrator number, or leave this blank for all administrators.
7. Enter the student number, or leave this blank for all students.
8. Enter the grade level, or leave this blank for all grades
9. Enter the administrative action code, or leave this blank for all administrative actions codes.
10. Enter the number of copies you wish to print.

6 – Print Discipline Totals by Infraction

This option will generate a summary of student incidents by infraction codes for a specified date range. The report can further be filtered by a specific school, instructor, administrator, student, and/or grade level.

7 – Print Discipline Totals by Adm. Action

This option will generate a summary of student incidents by administrative action codes for a specified date range. The report can further be filtered by a specific school, instructor, administrator, student, and/or grade level.

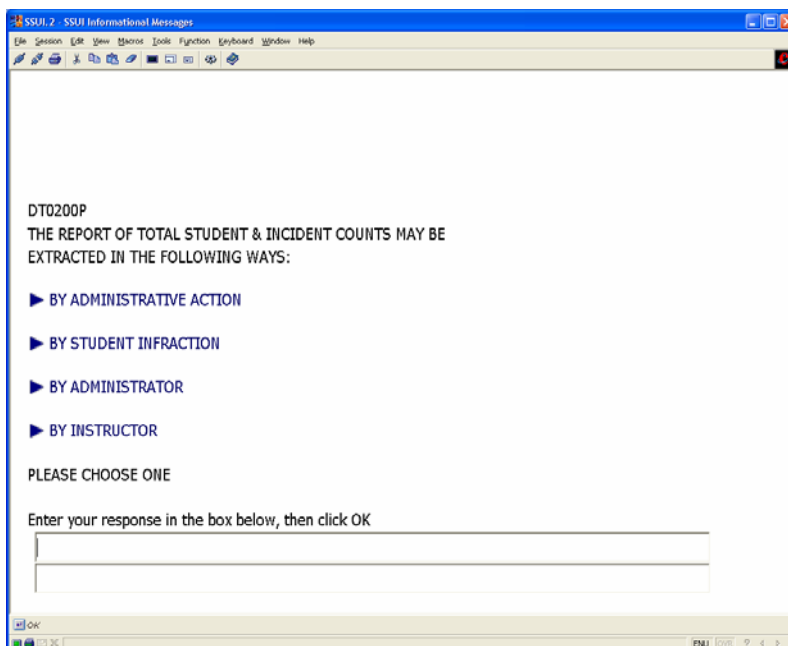
8 – Print Discipline Totals by Adm. Action and Race

This option will generate a summary of student incidents by administrative action codes and student race for a specified date range. The report can further be filtered by a specific school, instructor, administrator, student, and/or grade level.

9 – Print Total Student/Incident Counts

This option will generate a report of the total student and incident counts in several ways. Reports may be sorted:

- A. By Administrative Action
- B. By Student Infraction
- C. By Administrator
- D. By Instructor



DISCIPLINARY TRACKING

Option A – By Administrative Action

Click on this option and select “OK” to continue.

Many options are available for filtering the report, as shown below.

SSUI.1 - Disciplinary Tracking Prompt

File Session Edit View Macros Tools Function Keyboard Window Help

1 From Date

2 To Date

3 School Year

4 School Number (Leave Blank for All)

5 Instructor Number (Leave Blank for All)

6 Administrator Number (Leave Blank for All)

7 Student Number (Leave Blank for All)

8 Grade Level (Leave Blank for All)

9 Administrative Action (Leave Blank for All)

10 Number of Copies

OK Exit

1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.
5. Enter the instructor number, or leave this blank for all instructors.
6. Enter the administrator number, or leave this blank for all administrators.
7. Enter the student number, or leave this blank for all students.
8. Enter the grade level, or leave this blank for all grades
9. Enter the administrative action code, or leave this blank for all administrative actions codes.
10. Enter the number of copies you wish to print.

DISCIPLINARY TRACKING

Option B – By Student Infraction

Click on this option and select “OK” to continue.

Many options are available for filtering the report, as shown below.

The screenshot shows a dialog box titled "SSUI.2 - Disciplinary Tracking Prompt". It has a menu bar with "File", "Session", "Edit", "View", "Macros", "Tools", "Function", "Keyboard", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the dialog box contains ten numbered options for filtering the report, each with a corresponding input field:

- 1 From Date: A date input field.
- 2 To Date: A date input field.
- 3 School Year: A dropdown menu.
- 4 School Number: A dropdown menu with the text "(Leave Blank for All)" to its right.
- 5 Instructor Number: A text input field with the text "(Leave Blank for All)" to its right.
- 6 Administrator Number: A text input field with the text "(Leave Blank for All)" to its right.
- 7 Student Number: A text input field with the text "(Leave Blank for All)" to its right.
- 8 Grade Level: A dropdown menu with the text "(Leave Blank for All)" to its right.
- 9 Infraction Reason: A text input field with the text "(Leave Blank for All)" to its right.
- 10 Number of Copies: A spinner control.

At the bottom of the dialog box, there are "OK" and "Exit" buttons. The status bar at the bottom right shows "ENU | OVR | ? | < | >".

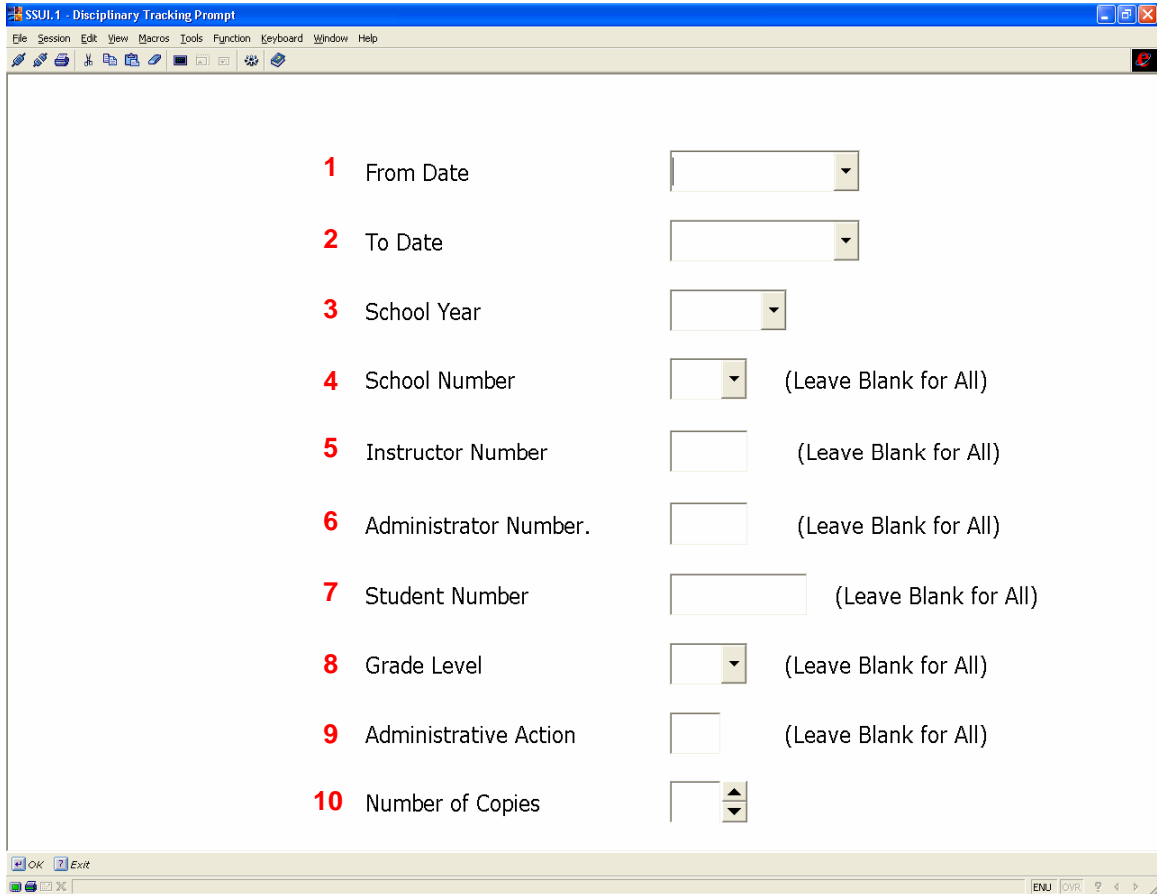
1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.
5. Enter the instructor number, or leave this blank for all instructors.
6. Enter the administrator number, or leave this blank for all administrators.
7. Enter the student number, or leave this blank for all students.
8. Enter the grade level, or leave this blank for all grades
9. Enter the infraction code, or leave this blank for all infractions codes.
10. Enter the number of copies you wish to print.

DISCIPLINARY TRACKING

Option C – By Administrator

Click on this option and select “OK” to continue.

Many options are available for filtering the report, as shown below.



The screenshot shows a dialog box titled "SSUI.1 - Disciplinary Tracking Prompt" with a menu bar (File, Session, Edit, View, Macros, Tools, Function, Keyboard, Window, Help) and a toolbar. The main area contains ten numbered options for filtering the report, each with a corresponding input field:

- 1 From Date:
- 2 To Date:
- 3 School Year:
- 4 School Number: (Leave Blank for All)
- 5 Instructor Number: (Leave Blank for All)
- 6 Administrator Number: (Leave Blank for All)
- 7 Student Number: (Leave Blank for All)
- 8 Grade Level: (Leave Blank for All)
- 9 Administrative Action: (Leave Blank for All)
- 10 Number of Copies:

The dialog box has "OK" and "Exit" buttons at the bottom left and a status bar at the bottom right showing "ENU | OVR | ? | < | >".

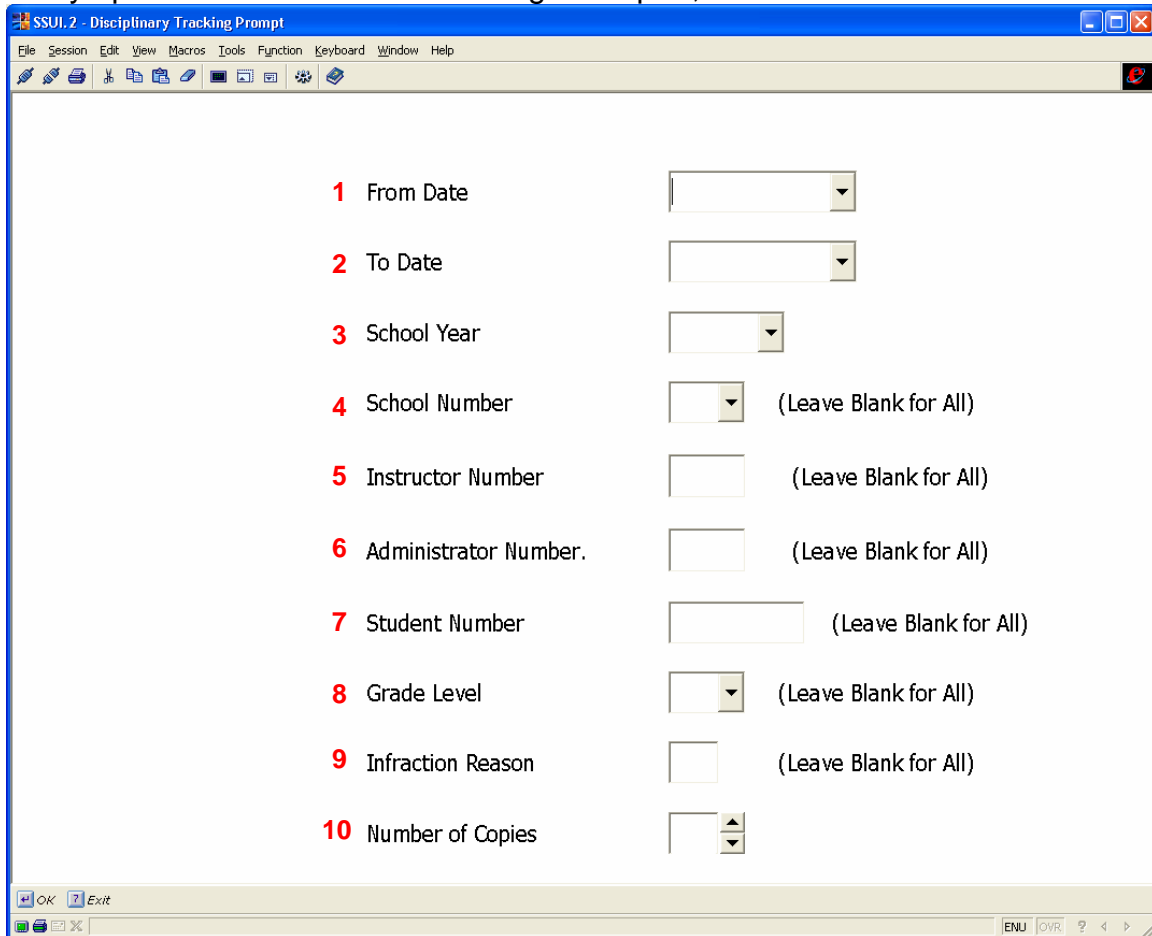
1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.
5. Enter the instructor number, or leave this blank for all instructors.
6. Enter the administrator number, or leave this blank for all administrators.
7. Enter the student number, or leave this blank for all students.
8. Enter the grade level, or leave this blank for all grades
9. Enter the administrative action code, or leave this blank for all administrative actions codes.
10. Enter the number of copies you wish to print.

DISCIPLINARY TRACKING

Option D – By Instructor

Click on this option and select “OK” to continue.

Many options are available for filtering the report, as shown below.



The screenshot shows a dialog box titled "SSUI.2 - Disciplinary Tracking Prompt" with a menu bar (File, Session, Edit, View, Macros, Tools, Function, Keyboard, Window, Help) and a toolbar. The main area contains ten numbered options for filtering the report, each with a corresponding input field:

- 1 From Date: [Date Picker]
- 2 To Date: [Date Picker]
- 3 School Year: [Dropdown]
- 4 School Number: [Dropdown] (Leave Blank for All)
- 5 Instructor Number: [Text Box] (Leave Blank for All)
- 6 Administrator Number: [Text Box] (Leave Blank for All)
- 7 Student Number: [Text Box] (Leave Blank for All)
- 8 Grade Level: [Dropdown] (Leave Blank for All)
- 9 Infraction Reason: [Text Box] (Leave Blank for All)
- 10 Number of Copies: [Spin Box]

The dialog box has "OK" and "Exit" buttons at the bottom left and a status bar at the bottom right showing "ENU | OVR | ? | < | >".

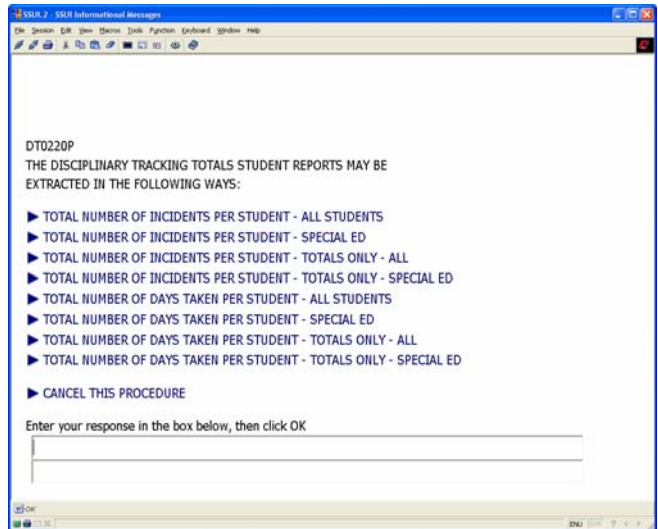
1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.
5. Enter the instructor number, or leave this blank for all instructors.
6. Enter the administrator number, or leave this blank for all administrators.
7. Enter the student number, or leave this blank for all students.
8. Enter the grade level, or leave this blank for all grades
9. Enter the infraction code, or leave this blank for all infractions codes.
10. Enter the number of copies you wish to print.

DISCIPLINARY TRACKING

10 - Print Total Number of Incidents/Days Students

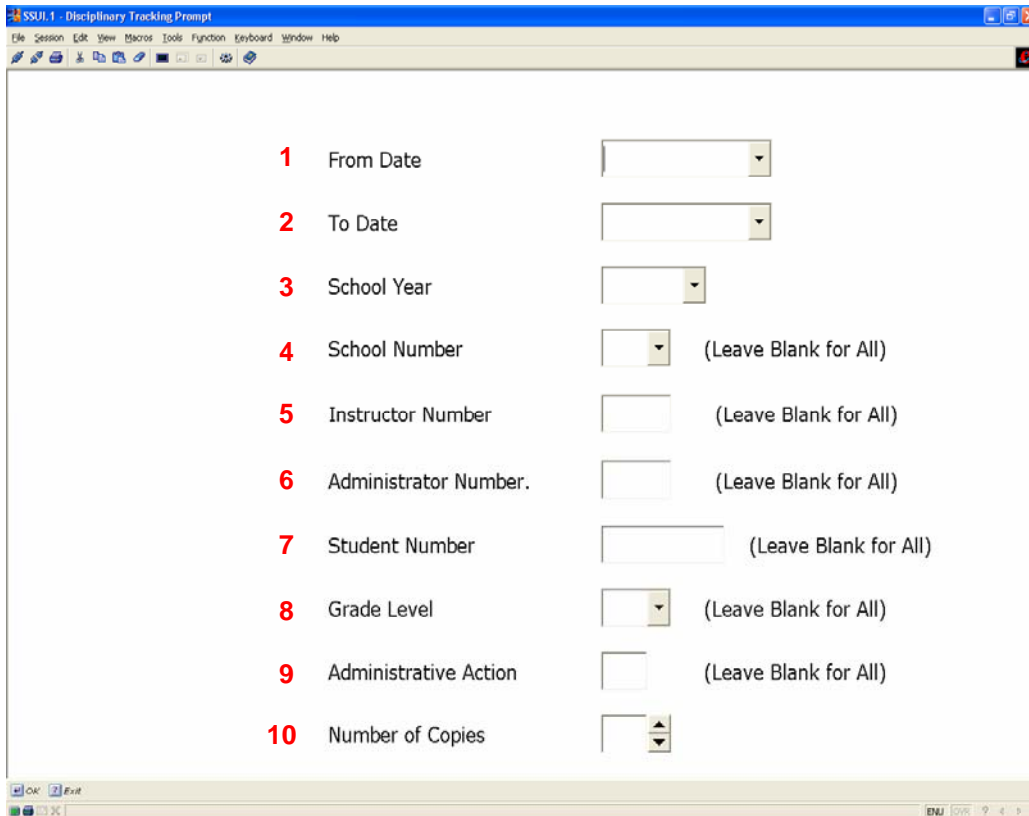
This option will extract reports in a variety of formats (see screen shot at right).

- A. Total Number of Incidents Per Student – All Students
- B. Total Number of Incidents Per Student – Special Ed
- C. Total Number of Incidents Per Student – Totals Only (All)
- D. Total Number of Incidents Per Student – Totals Only (Sp. Ed)
- E. Total Number of Days Taken Per Student – All Students
- F. Total Number of Days Taken Per Student – Special Ed
- G. Total Number of Days Taken Per Student – Totals Only (All)
- H. Total Number of Days Taken Per Student – Totals Only (Sp. Ed)



Or you may choose to “Cancel This Procedure”

Select the option for the report to be generated, and enter additional filtering information in the format below:



DISCIPLINARY TRACKING

1. Enter the beginning date for the report as DDMMYYYY.
2. Enter the ending date for the report as DDMMYYYY.
3. Enter the school year.
4. Enter the school number.
5. Enter the instructor number, or leave this blank for all instructors.
6. Enter the administrator number, or leave this blank for all administrators.
7. Enter the student number, or leave this blank for all students.
8. Enter the grade level, or leave this blank for all grades
9. Enter the administrative action code, or leave this blank for all administrative actions codes.
10. Enter the number of copies you wish to print.

11 - Print Short Term Suspension Letter

This option will generate the "Notice of Short Term Suspension" parent / guardian letter.

12 - Print In School Suspension Letter

This option will generate the "Notice of In-School Suspension" parent / guardian letter.

13 – Proceed to OCR Menu

This option will open the OCR Menu.

