

Accessing Discipline Reports

Discipline Frequency Report:

Click on ^Discipline

Click on +*Trends

- Click on Discipline Frequency Report – Setup box comes up. Make sure year is correct at top- 1920 is last year's data.
- Choose date from and date to – depending on what information is needed.

Ex: for January info choose:

Date from January 1, 2020

Date to Jan 31, 2020

Show: Actions

Special Ed: •All °Sped °Non Sped

504: •All °504 °Non 504

PBIS: °All •Major °Minor

Referral Type: •Regular

Primary Inc/Act only **Remove the check**

Run for All

Only referrals from selected schools

Click on Ok

Number of Referrals by Action Code will come up in graph form, if you prefer a pie chart click on pie. On the left side the Action Codes, description, # of Referrals, # of Students, Average, % Students are listed. Every column has an arrow with options for that heading. Ex: # Referrals you can sort by ↓ descending order. If you want the top action taken you would click on ↓ sort descending order.

The small boxes under the graph can give you the additional following information.


stu	# of Students by Action Code
Freq	Frequency of Students by Action Code
%	Percent of Students by Action Code
Act	Percent of Students by Action Code
Inc	Percent of Students by Incident Code
Loc	Percent of Students by Location Code
Mo	Percent of Students by Month
Time	Percent of Students by Time
Staff	Percent of Students by Staff
Day	Percent of Students by Day
DoW	Percent of Students by Day of the Week

To change anything, Ex: To change your target dates, click on setup at the bottom of the page, change dates and click ok in the Setup box.

Discipline Summary Report:

Click on Discipline

Click on Count

- Click on Discipline Summary Report- Setup boxes come up. Make sure year is correct at top- 1920 is last year's data.
- Choose date from and date to – depending on what information is needed.
- Do you want Incident Count or Student Count? The student count will give you the number of students and the incident count gives you the number of incidents. I usually look at student count when I want to see trends in suspensions such as grades, race, gender.
- Click OK
- The next page has all actions at the bottom. If you are looking for suspensions, you hit the arrow  on the right bottom and scroll to 09 02 Out of school suspensions, click on it and you will see the grades, race, and gender of the students receiving out of school suspensions.
- If you continue to scroll through, you can see all of the actions and get the same information for each when you click on it.

Students Without Referrals:

Click on Discipline

Click on Lists

- Click on Students Without Referrals- Setup boxes come up. Make sure year is correct at top- 1920 is last year's data.
- You can do this by grade if you choose. Choose Name Format
- Order- Alpha, Grade Homeroom, Advisor
- Do you want to exclude minor referrals?
- Do you want to exclude anyone who has had an out of school suspension?
- Click OK