





Adding a Disciplinary Incident

Students > Students > Student Manager

Single Student

When only one student is associated with a disciplinary incident, follow these steps to enter the discipline record.

To Add a Disciplinary Incident:

- Locate the student in Student Manager and open by using the 
- Click on the *Discipline* tab
- Click  **Incidents**
- Click  **Add New Incident**
- Complete the *Disciplinary Incidents* settings:
 - **Incident Number** – leave blank for the student, the system will assign
 - **Disciplinary Reason** – select the Disciplinary Reason code (PEIMS code table C165)
 - **Behavior Location** – select the proper code if applicable (PEIMS code table C190 | BEHAVIOR-LOCATION-CODE - indicates where a student committed an applicable offense that is enumerated in Texas Education Code 37.006 or 37.007.) **Disciplinary Reason 21 must use Behavior Location 00.**
 - **Description** – text field for comments
- Complete the *Action* settings:
 - Click  **Add Assignment**
 - Enter the **Assignment Date**
 - Set the **Campus ID of Assignment** appropriately. Use none for non-campus actions.
 - **Disciplinary Action:**
 - Use the first drop list to define the Action taken (PEIMS code table C164)
 - Use the second drop list to define the Length Difference Reason (PEIMS code table C166)
 - **Disciplinary Length:**
 - Use the first text box to enter the number of days assigned
 - Use the second drop box to define the number of actual days served
- Click 

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Use this editor to create disciplinary incidents

Disciplinary Incidents

Incident Number* (leave blank for system to assign)

Disciplinary Reason* 21 - Violation of student code of conduct not included

Behavior Location* 00 - Not Applicable

Description Talking in class

Actions Add Assignment

#	Assignment Date	Campus ID of Assignment	Disciplinary Action	Disciplinary Length
1	10/01/2013	041	06 - In-school suspension (TEC §37.001)	2
			00 - No difference between official and actual lengths	2

Save Cancel

Multiple Students

When creating disciplinary incidents for multiple students, you can assign different action codes to each student. For instance, if you have two students that are in a fight and one of them has already met the district's tolerance level and needs to be assigned to DAEP, while the other student should be assigned to in-school suspension, you can create incident reports that are linked together. These will share an Incident Number for PEIMS reporting.

To Add a Disciplinary Incident for Multiple Students:

- Create the Incident for one student first, as you would for an individual student.
- When creating the report for each additional student, follow the same steps as for an individual student, except:
 - Enter the system assigned **Incident Number** given to the first student
 - Continue filling out the report, being sure to select the same **Disciplinary Reason** code from the drop down menu.
 - Select **Add Assignment**, this can differ from student to student.
- Repeat as many times as needed for all students involved.

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Disciplinary Incidents

Incident Number* 145 (leave blank for system to assign)

Disciplinary Reason* 41 - Fighting/Mutual Combat - Excludes all offenses und

Behavior Location* 00 - Not Applicable

Description Fight in Hallway A

Actions Add Assignment

#	Assignment Date	Campus ID of Assignment	Disciplinary Action	Disciplinary Length
1	10/01/2013	041	06 - In-school suspension (TEC §37.001)	3
			00 - No difference between official and actual lengths	3

Save Cancel

NOTE:

-Only enter an **Incident Number**, if more than one student should have linked Discipline Incidents.

-Discipline is reported via Summer PEIMS by the 425 records.

-PEIMS Code Tables for Discipline = C164, C165, C166, C190

-Behavior Location Code is only used for Disciplinary Reasons is enumerated in Texas Education Code 37.006 or 37.007. This does not cover Reason code 21, thus all 21s must have a Location code of 00-Not Applicable.

-Campus ID of Assignment must be set to NONE if the Disciplinary Action is not served at a campus, i.e. Out of School Suspension.