1. Incident Date
2. Discipline Code(s) – list the most severe offenses first.
3. Disposition(s) – list the most severe penalty first
4. Number of days suspended. Leave zero for non-suspension incidents.
5. Start Date of suspension
6. End Date of suspension (should be calculated automatically)
7. Return Date from suspension (should be calculated automatically)
8. Incident ID – unique number for each incident. A number will be loaded automatically – but make sure that if an incident involves multiple students that they all get the same Incident ID. You can do this two ways:
   a. Manually enter it (use the Lookup button, if you need to find the Incident ID from a previously entered discipline event.
   b. Enter the Discipline record for the first student, then use the Copy button at the bottom of the form to create the other students’ Discipline records.
9. Referral – name of the person who referred the student for discipline. Pick teacher from the drop down list or type in a name.
10. Initials – Identifier of the administrator handling the incident. Up to six characters – so not necessarily “initials” – just be consistent.
11. Comments – description of the event. Note: More private notes of the investigation can be entered on the Other Comments tab.
1. Was Law Enforcement notified of the incident?
2. Location of the incident (optional)
3. Law Enforcement Case# (if applicable)
4. Weapon type (if applicable)
5. Harassment Type (if applicable – for OCR reporting)
6. Was student arrested? (if applicable – for OCR reporting)