

1→	Date & Time	<input type="text" value="9/22/2010"/>	<input type="text" value="8:44 AM"/>
2→	Author	<input type="text" value="GURULE, MICHA"/>	
3→	Log Type	<input type="text" value=""/>	
4→	Subtype (optional for discipline)	<input type="text" value=""/>	
5→	Title	<input type="text" value=""/>	
6→	Log Entry Text	<div></div>	
7→	Consequence	<input type="text" value="Please Select"/>	
8→	Incident Date (MM/DD/YYYY)	<input type="text" value="9/22/2010"/>	
9→	Action Date (MM/DD/YYYY)	<input type="text" value="9/22/2010"/>	
10→	Discipline_IncidentType	<input type="text" value="Please Select"/>	
11→	Discipline_ActionTaken	<input type="text" value="Please Select"/>	
12→	Action Taken End Date (MM/DD/YYYY)	<input type="text" value=""/>	
13→	Weapon Related	<input type="text" value="Please Select"/>	
14→	Discipline_VictimType	<input type="text" value="Please Select"/>	
15→	Police Involved	<input type="text" value="Please Select"/>	
16→	Money Loss Value (if incident results in a dollar loss amount for any party)	<input type="text" value=""/>	
17→	Alcohol Related	<input type="text" value="Please Select"/>	
18→	Gang Related	<input type="text" value="Please Select"/>	
19→	Hate Crime	<input type="text" value="Please Select"/>	
20→	Likely Injury	<input type="text" value="Please Select"/>	
21→	Duration (Actual)	<input type="text" value=""/>	
22→	New Mexico State Information		
23→	Event Identifier	<input type="text" value=""/>	<input type="button" value="Get Unique Identifier"/>

## ENTERING DISCIPLINE INTO POWERSCHOOL-QUICK USER GUIDE

*Nearly every field is required. Please be thorough and do not skip any fields. Doing so will result in incomplete discipline entries which will cause errors and problems when reporting to the PED.*

- 1- **Date& Time:** This date and time cannot be changed
- 2- **Author:** This is your name, It too cannot be changed
- 3- **Log Type:** You must always select whether this is discipline OR attendance. (do not enter calls to the mother about missing homework, etc. using the Discipline entry, please use the attendance option to enter information about attendance, unless it is a code of conduct violation)
- 4- **Subtype:** This too must always be selected. Select the most severe violation. (it says optional, *but it's not*)
- 5- **Title:** This was previously optional but is now required. Please always enter a brief title about the incident.
- 6- **Log Entry Text:** The most important box, please describe the violation here. You can enter as much as you need to, the field is endless.  
*Note: I know most entries so far have detailed the consequences in this box, which is fine, but for end of year reporting purposes, all other fields must contain the required information, otherwise everyone will be scrambling at the end of the year to get this information fixed.*
- 7- **Consequence:** Please always select a consequence regardless if this is a serious violation that is going to be reported to the PED. (i.e. if you took a student's cell phone away and called the parents, please mark "Communication To Parent", if student is being sent to ISS or OSS, or something not listed, please select Other, but also list the Consequence in the Log Entry Text. If you have several consequences to list, select the most serious, but also list the other consequences in the Log Entry Text.
- 8- **Incident Date:** Please type in the date the incident happened, even if the Date & Time at the top of the page is the same day the incident happened, please type the date again.
- 9- **Action Date:** This is for the date the consequence will occur. (i.e. Detention after school, you will list the date the detention is supposed to be served; if ISS or OSS, you will type the date the suspension starts.
- 10- **Discipline\_IncidentType:** Use this menu for serious infractions (usually Level 3, 4 or 5 infractions). If the incident you're entering into the system is not listed here, it's probably not an offense that is required to be reported to the PED. If it is a serious offense and it's not listed, please select other and describe in the Log Entry Text field.
- 11- **Discipline\_ActionTaken:** You will only use this menu if you used the menu above, Discipline\_IncidentType. This field gets reported to the PED.
- 12- **Action Taken End Date:** Use this field to type the end date of the Detention, ISS, OSS or Other. (even if it was a one day thing, you will still have to type the end date here)
- 13- **Weapon Related:** Yes or No? Please, always select one.
- 14- **Discipline\_VictimType:** If there was a victim, please select which one.
- 15- **Police Involved:** Yes or No? Please, always select one.
- 16- **Money Loss Value:** Type in the amount of money loss, if any.
- 17- **Alcohol Related:** Yes or No? Please, always select one.
- 18- **Gang Related:** Yes or No? Please, always select one.
- 19- **Hate Crime:** Yes or No? Please, always select one.
- 20- **Likely Injury:** Yes or No? Please, always select one.
- 21- **Duration:** This is the box everyone forgets; here you will type in the duration of the Detention, ISS, OSS or other consequence. You can type in 1, 1.25, 1.50, 1.75, 2 and so on. Please use this field each and every time you put someone in Detention, ISS or OSS. (i.e. if the student was suspended at 10am on Thursday and he can't return until Monday, you will mark, 1.75 days.
- 22- **n/a**
- 23- **Event Identifier:** You will use this Get Unique Identifier button only if the incident is being reported to the PED. Only click this button if you select an incident from the number 10 menu. If there is more than one student involved in the incident, you can re-use the unique ID for each student via copy and paste. This will help track and research incidents.