

## PowerSchool Discipline & Civil Rights Reporting Instructions

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1. Select Student
2. On left menu – Administration>Log Entries
3. Click ‘New’ to create a new discipline record
4. The system date, system time and your name will automatically appear in the first two field rows. Modify the Date to the date of the offense.
5. Choose ‘Discipline’ as the Log Type. (Choosing Log type of Discipline expands the reporting options on the New Log Entry screen to allow Ohio EMIS and Civil Rights Data elements to be entered.)
6. Fill in the appropriate fields. Please check the information in the screenshots to reference fields needed for specific reports.

AAA, Sample Student Jr. Grade Level: 3 Student Number: 400517 Building: SOUTH HomeRoom: 2006

Date & Time	09/12/2013 10:06 AM	Used in Discipline Log
Author	Glatz, Cathy	Used in Discipline Log
Log Type	Discipline	
Subtype (optional for discipline)	Discipline summary 11 (Class Disruption)	Used in all NCC letters: Evening School, In School Discipline, Intend to Suspend, Out of School Suspend
Title	400517 Expulsion	Used in Discipline Log
Log Entry Text	Resource officer, parents, student and Asst. Principal were in attendance. Expulsion for 21 days. No educational services provided during expulsion.	
Consequence (optional for discipline)	Expulsion	Used in Discipline Log
Incident Type	Drugs, Excluding Alcohol	
Incident Type Category		
Category	0	
Incident Type Detail		
Incident Date (MM/DD/YYYY)	09/11/2013	Used in Discipline Log and NCC Out of School Suspension
Incident Context	During School Hours	
Incident Location	School Grounds Or On Campus	



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Then further down on the screen

Action Date (MM/DD/YYYY)	09/10/2013	Used in State Report, NCC Evening School, Intend and OSS
Action Taken End Date (MM/DD/YYYY)	10/05/2013	Used in NCC Out of School Suspension
Duration (Assigned)	0	
Duration (Actual)	0	Used in NCC In school and OSS
Duration Change Source	Please Select	
Duration Notes		
Sequence	0	

- The fields at the top of the screen are mostly for school use; the EMIS and CRDC elements are at the bottom of the screen.
- From the top portion of the screen, for EMIS and CRDC reporting fill in:

Log Type	Discipline
Action Date (MM/DD/YYYY)	09/06/2013

- From the Ohio State Information Section fill in the following:

### Ohio State Information

- Enter Type of Discipline

- Only report the most severe type of discipline for the specific incident. For example, if the student is suspended pending an expulsion for the same incident, only the expulsion is reported.

-The following table ranks the options in the Types of Discipline Element from most severe to least severe.

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**Table 1. Type of Discipline – Order of Severity**

Severity Order	Type of Discipline
1	Emergency Removal by District Personnel
2	Expulsion
3	Removal by a Hearing Officer
4	Out-of-school Suspension
5	In-school Alternate Discipline Class/Program/Building
6	In-school Suspension

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Student Discipline Record, each combination of values in the following fields must be unique.

Required Fields	Number
Date of Discipline	GD060
Type of Discipline	GD070
Sequence Number	GD085

**b. Enter Discipline Reason (s)**


Districts may report up to five (5) discipline reasons for each discipline incident. For example, if the district reported a ‘2-Out of School Suspension’ in the Type of Discipline element, then the district may report multiple reasons for the discipline action in the Discipline Reason Element for the Out-of-School suspension such as: ‘03-Fighting/Violence’ ‘18-Disobedient/Disruptive Behavior’

Do not report the same discipline reason more than once for a single incident. For example, do not report option ‘-3-Fighting/Violence’ in the Discipline Reason Elements one and two for the same incident.

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- c. Enter Discipline Sequence (1 is the default value)

 **Discipline Sequence Number Element**

Record Field Number	GD085
Definition	The order in which the discipline incident occurred, if the incidents occurred on the same day and the same <i>Type of Discipline</i> was administered for both.

*Valid Options*  
1 – 9

**Reporting Instructions.** Report the order in which the discipline incident occurred, if two or more separate incidents occurred on the same day and the same discipline action was administered to the student for both incidents.

- d. Enter Total Discipline Days (example 3 days = 003.00)

When a Log Entry requires the state fields to be completed, be aware that the field for Total Discipline Days requires a format to follow which is located next to the box of entry (XXX.XX format) The TOTAL NUMBER of days should be formatted exactly as indicated. If you have a 20 day expulsion, the entry would be 020.00

- e. Enter “Discipline Modified... and Referred for... fields if applicable  
f. Change building IRN if building is different than what is defaulted

Ohio State Information  
Version - 1.1

Type of Discipline	Not Applicable
Discipline Reason	Not Applicable
Discipline Reason (Second)	Not Applicable
Discipline Reason (Third)	Not Applicable
Discipline Reason (Fourth)	Not Applicable
Discipline Reason (Fifth)	Not Applicable
Discipline Sequence Number	<input type="checkbox"/> <b>The order in which the discipline incident occurred, if the incidents occurred on the same day and the same Type of Discipline was administered for both - typically use '1'</b>
Total Discipline Days (XXX.XX format)	<input type="text"/> <b>Watch format!! XXXXX so 2 days = 002.00</b>
Discipline modified on a per exception basis	<input type="checkbox"/> <b>Enter Yes if the Chief Administrating Officer modified, in writing, the one-year expulsion requirement for possession of a firearm at school. No displays if the one-year expulsion discipline was not modified.</b>
Referred for Alternative Program	<input type="checkbox"/> <b>Enter Yes if the student, for whom the Chief Operating Officer modified as part of a case-by-case basis the one-year expulsion requirement for possession of a firearm, was recommended for alternate educational services.</b>
Building IRN Where Discipline Incident Took Place	<input type="text" value="000701"/> <b>Defaults to building current Building IRN</b>



# PowerSchool Discipline & Civil Rights Reporting Instructions

## Civil Rights Data Collection Elements

Only update the applicable elements to 'Yes'

The CRDC fields on the Log entry screen pertain to the *Offender*

For CRDC Only	
SCH-0035. Expelled with educational services	Not Applicable
SCH-0035. Expelled under zero-tolerance policy	Not Applicable
SCH-0036. Referral to law enforcement	Not Applicable
SCH-0036. School Related Arrest	Not Applicable
SCH-0039. Student disciplined for harassment or bullying on the basis of sex?	Not Applicable
SCH-0039. Student disciplined for harassment or bullying on the basis of race, color or national origin?	Not Applicable
SCH-0039. Students disciplined for harassment or bullying on the basis of disability?	Not Applicable
SCH-0042. Used Mechanical Restraints	Not Applicable
SCH-0042. Used Physical Restraints	Not Applicable
SCH-0042. Used Seclusion	Not Applicable

The CRDC fields on the CRDC tab of the State/Province-OH screen pertain to the *Victim*.

If the student was reported to have been harassed, query the student and navigate to the State/Province-OH Screen; CRDC tab and fill in fields 8-10 if appropriate.

The screenshot shows the PowerSchool interface with the 'CRDC' tab selected. The left sidebar contains a navigation menu with categories like Information, Academics, and Transportation. The main content area displays a table titled 'Civil Rights Data Collection' with the following fields:

Field Name	Field
1) Is the student educated outside of the district? (CRDC only)	[Select a Value]
2) LEA-0010. Does this student participate in a General Educational Development (GED) preparation program (for ages 16-19) operated by this LEA?	[Select a Value]
3) LEA-0011. Did this student receive the General Educational Development (GED) preparation program credential?	[Select a Value]
4) SCH-0027b. Did this student take the ACT?	[Select a Value]
5) SCH-0027b. Did this student take the SAT?	[Select a Value]
6) SCH-0029. Advanced Placement (AP) Exams Taken	[Select a Value]
7) SCH-0029. Advanced Placement (AP) Exams Passed	[Select a Value]
8) SCH-0038. Student reported to have been harassed or bullied on the basis of sex?	[Select a Value]
9) SCH-0038. Student reported to have been harassed or bullied on the basis of race, color or national origin?	[Select a Value]
10) SCH-0038. Student reported to have been harassed or bullied on the basis of disability?	[Select a Value]