Discipline Reports, Fields & Letters Information

Discipline E-Mail

When a staff member enters a LOG ENTRY for discipline, an email can automatically be sent to a Discipline email account established for each building. You'll then update the log entry with the appropriate information. If you would like this feature activated for your district, please contact NCC for assistance.

Discipline Reports

Reports>System Reports>System Tab

Discipline	Description
Discipline Log	A list of student discipline incidents by date range and sub-type.

Discipline Log Report

Report Name	Discipline Log
Version	1.5
Description	Discipline incidents reported between **"Begin Date"** and **"Ending Date"**. If a log subtype has been selected in the popup menu, the results will only include that subtype. Choose **"All Subtypes"** to include all discipline incidents. **Required fields include:** [students]Student_Number [students]Last_Name [students]First_Name [log]Discipline_IncidentDate [log]Title [log]Consequence [log]Entry_Date [log]Entry_Author

Report Output

Discipline Log Report

A report of all discipline log incidents entered between 07/01/2013 and 10/01/2013 .

Student Number	Name	Incident Date	Log Title	Consequence	Date Reported	Reported By
400517	AAA, Sample Student Jr.	09/11/2013	Expulsion hearing 400517	EXP	09/12/2013	Glatz, Cathy
267607	AAAA, Sample Student Fred	09/16/2013	Fighting!!	OSS	09/17/2013	Glatz, Cathy

Reports>System Reports>System Tab

Discipline Summary	Disciplinary incidents by gender, ethnicity, special program and grade level

Discipline Summary Report

By Grade Level

From 07/01/2013 to 10/01/2013

Incident Type	Total	8	9	10	11	12	13	14
Fighting/Violence	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Harmfull Behavior	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Harrassment/Bullying	2 1 / 1	0 0 / 0	1 1 / 0	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0
Harrassment/Bullying	2 1 / 1	0 0 / 0	1 1 / 0	0 0 / 0	1 0 / 1	0 0 / 0	0 0 / 0	0 0 / 0
Threat/Intimidation	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Destruct. of Prop.	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Disobedient Behavior	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Disrespect. Behavior	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Insubordination	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Inappropriate Lang.	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Violation of Rules	13 6 / 7	0 0 / 0	1 1 / 0	2 1 / 1	5 1 / 4	5 3 / 2	0 0 / 0	0 0 / 0
Class Disruption	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Unprepared for Class	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Cheating/ Plagiarism	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Tardy to Class	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
False Information	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Wireless Comm. Dev.	19 10 / 9	0 0 / 0	7 5 / 2	3 1 / 2	5 1 / 4	4 3 / 1	0 0 / 0	0 0 / 0
Dress Code Violation	15 2 / 13	0 0 / 0	5 1 / 4	5 0 / 5	4 0 / 4	1 1 / 0	0 0 / 0	0 0 / 0
Theft/Stealing	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Left Assigned Area	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
PDA	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
AUP Violation	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Failure to Serve Det	2 2 / 0	0 0 / 0	2 2 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0	0 0 / 0
Other	8 5 / 3	0 0 / 0	3 2 / 1	1 1 / 0	1 1 / 0	3 1 / 2	0 0 / 0	0 0 / 0

Fields Used for the Various NCC Discipline Letters

NCC - Letter - Evening School Log

Subtype

Discipline_ActionDate

NCC - Letter - In School Discipline Log

This Subtype

Discipline_DurationActual

Discipline_ActionDate

NCC - Letter - Intend to Suspend Log

Subtype

Entry

NCC - Letter - Out of School Suspension Log

Discipline_IncidentDate Subtype

Discipline_DurationActual

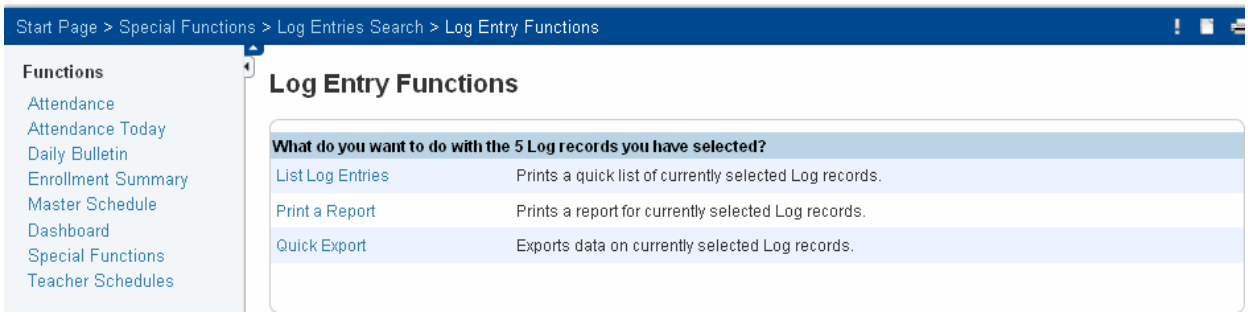
Discipline_ActionDate

Discipline_ActionTakenEndDate

Discipline Letters

Log Entry letters can be generated for discipline.
To generate a letter for the LOG ENTRY, you will:
On the left, Click on SPECIAL FUNCTIONS >Search for LOG ENTRIES

You will need to identify the parameters of the search
Log type and 'contains' are popular choices (One suggestion is to include the Student number in the 'Title contains this text' field to help search for a specific student) If you used Fighting 400517 as a title, you could search for all Fighting types or logs for student 400517.

Not every field will be needed for the search

The LOG ENTRY FUNCTIONS screen will appear
Click on List Log Entries to verify that the expected Log entries have been selected
Click on Print a Report > Select the letter to be generated
Click on QuickExport to create an export for the selected students