

# Behavior Removal Report

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**Classic View:** *Behavior > Reports > Removal*

**Search Terms:** Removal, Removal Report, Behavior Removal

The Removal Report lists Resolutions assigned to students which have a Removal subtype of Detention, Suspension and/or Expulsion. The report can be modified in various ways, including reporting resolutions based on the Date assigned, the Staff Member who assigned the resolution and the Removal Type. Results can be grouped by Staff, Student or Removal Type.

The screenshot shows the 'Removal Report' configuration page. At the top, there is a green header with the Infinite Campus logo and navigation icons. Below the header, the title 'Removal Report ☆' is displayed. A subtitle 'Behavior Removal Report' is followed by a descriptive text: 'This report will list the number of Removals by type. Results can be grouped by Staff Member, Staff Member with Student, Removal Type or Student.'

The main configuration area is divided into several sections:

- Which students would you like to include in the report?**
  - Grade: A dropdown menu showing 'All Students', '06', '07', and '08'.
  - Ad Hoc Filter: An empty dropdown menu.
- Which calendar(s) would you like to include in the report?**
  - active year
  - list by school
  - list by year
  - A dropdown menu showing '2021-22' and '2021-22 Middle School'.
  - Text below: 'CTRL-click or SHIFT-click to select multiple'
- Date Range:** From [ ] To [ ]
- Display:**  Race/Ethnicity  Gender Identity  Special Ed
- Staff Member:** A dropdown menu with 'All', 'Staff, Alison', 'Staff, Brian', 'Staff, Callie', 'Staff, David', and 'Staff, Emily'.
- Removal Type:** A dropdown menu with 'All', 'Detention', 'Suspension', and 'Expulsion'.
- How would you like records to be grouped?**
  - Staff
  - Staff with Students
  - Student
  - Removal Type
- Report Format:** A dropdown menu set to 'PDF'.

At the bottom of the form is a 'Generate Report' button.

*Behavior Removal Report*

Removal Subtypes are assigned to Behavior Resolutions in the [Resolution Type](#) Editor in the Behavior Admin area.

## Editor Fields

The following table describes the options available for generating the Event Report and how those options affect the generated report.

Field	Description
<b>Student and Date Fields</b>	
<b>Grade</b>	Limit report results to only students actively enrolled in the selected grade(s).
<b>Ad Hoc Filter</b>	Limit report results based on the parameters of an existing <a href="#">Ad hoc Filter</a>
<b>Date Range</b>	Limit report results to only resolutions assigned during the date range entered.
<b>Calendar(s)</b>	Limit report results to only resolutions assigned during the selected calendar(s).
<b>Display Options</b>	<b>These options appear based on the setting established in the <a href="#">Preferences</a> tool.</b>
<b>Race/Ethnicity</b>	Reports the Race/Ethnicity code for each participant.
<b>Gender Identity</b>	Reports the Gender of each participant - Male, Female, or Other (non-Male, non-Female).  Other Gender is only included when a state has chosen to include additional gender option(s).
<b>Special Ed</b>	Reports a Y or N based on whether the participant has an active and locked IEP at the time of the incident.
<b>Staff Member</b>	Filters report results to only resolutions assigned by the selected individual(s).
<b>Removal Types</b>	Filters report results to only the selected Resolution Subtype(s).
<b>Grouping Options</b>	<b>See the following images for examples of each Grouping option.</b>

Field	Description
<b>Staff</b>	Groups records reported by the individual who assigned the resolution.
<b>Staff with Student</b>	Groups records reported by the individual who assigned the resolution with the participants listed.
<b>Student</b>	Groups records by participant name.
<b>Removal Type</b>	Groups records by removal subtype.

## Generate the Behavior Removal Report

1. Indicate which students should be included in the report by selecting a **Grade** level or **Ad hoc Filter**.
2. Select the **Calendar(s)** that should be included in the report or enter a **Date Range** in *mmddyyyy* format or by clicking the calendar icons and selecting dates. Leaving the Date Range blank reports for the selected calendar.
3. Select which participant details should **Display** in the report, *Race/Ethnicity*, *Gender* or *Special Ed*. These options only appear if the [preferences](#) for them are set to yes.
4. Indicate if only resolutions assigned by a particular **Staff** should be reported. This list is populated by staff members who have "Behavior Admin" marked on their [District Assignments](#).
5. Select which **Removal Type(s)** should be included in the report. Select multiple types by using the SHIFT and CTRL keys.
6. Indicate how the report should be **grouped**, by *Staff*, by *Staff with Student*, by *Student* or by *Removal Type*.
7. Select the desired **Report Format** - PDF or DOCX.
8. Click the **Generate Report**. The report displays in the selected format.

## Report Examples

Each report displays with a header which includes School information, and a summary of the report settings and the information included (grades, types, grouping, etc). Each of the following examples shows a different **Grouped By** option, which affect the format of the generated report.

2017-18 High School		Behavior Removal Report											
Generated on 07/09/2018 01:14:54 PM Page 1 of 1		All Grades; All Removal Types All Staff; Group by Staff											
<b>Staff Member</b>	<b>Detention</b>	<b>Suspension</b>	<b>Expulsion</b>	<b>Sped</b>	<b>Male</b>	<b>Female</b>	<b>Race Count</b>						
No Staff Assigned	0	3	0	0	2	1	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
							0	1	0	0	0	2	0
<b>Races:</b>													
1: Hispanic/Latino													
2: American Indian or Alaska Native													
3: Asian													
4: Black or African American													
5: Native Hawaiian or Other Pacific Islander													
6: White													
7: Two or more races													

*Behavior Removal Report - Grouped by Staff*

2017-18 High School		Behavior Removal Report										
Generated on 07/09/2018 01:22:03 PM Page 1 of 1		All Grades; All Removal Types All Staff; Group by Staff with Student										
<b>Staff, Alan</b>												
Student, Anne	(White, not Hispanic , M)	05/09/2018	Suspension									
<b>Staff, John</b>												
Student, Adam	(American Indian or Alaskan Native , F)	02/02/2018	Suspension									
Student, Anne	(White, not Hispanic , M)	02/09/2018	Suspension									

*Behavior Removal Report - Grouped by Staff with Student*

2017-18 High School		Behavior Removal Report										
Generated on 07/09/2018 01:28:50 PM Page 1 of 1		All Grades; All Removal Types All Staff; Group by Student										
Student, Adam	(American Indian or Alaskan Native , F)	02/02/2018	Suspension									
Student, Anne	(White, not Hispanic , M)	02/09/2018	Suspension									
		05/09/2018	Suspension									

*Behavior Removal Report - Grouped by Student*

<b>2017-18 High School</b>  <small>Generated on 07/09/2018 01:32:08 PM Page 1 of 1</small>	<b>Behavior Removal Report</b> <small>All Grades; All Removal Types All Staff; Group by Type</small>
<b>Expulsion</b>	
Student, Adam	(American Indian or Alaskan Native , F) 02/02/2018
Student, Anne	(White, not Hispanic , M) 02/09/2018
<b>Suspension</b>	
Student, Adam	(American Indian or Alaskan Native , F) 02/02/2018
Student, Anne	(White, not Hispanic , M) 02/09/2018
Student, Anne	(White, not Hispanic , M) 05/09/2018

*Behavior Removal Report - Grouped by Removal Type*

## Previous Versions

[Behavior Removal Report \[.2124 - .2211\]](#)