PIMS Incident Offender Disciplinary Action Template (Pennsylvania)

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The Incident Offender Disciplinary Action Template is used to track disciplinary sanctions as well as referral to or participation in remedial programs.

See the PIMS Reporting article for additional PIMS Reporting information.

Report Logic

Offenders with a Disciplinary Action Code between S1-S10 report. If the offender is referred to or participating in a remedial program, multiple records will report for each additional Disciplinary Action Code between R1-R9.

Behavior incidents must have a behavior resolution with a state code in order to report. If no state code is assigned to the resolution, the Disciplinary Action Code reports blank.

The Behavior Role must be an Offender.

Only behavior incidents that are marked as Submitted, In Progress or Complete report. Behavior incidents that are in Draft status do not report.

Reports all matching students from that school for the selected calendar. Students report even if they are enrolled in a different calendar and the calendar in which they are enrolled is not selected on the extract editor. Reports all associated behavior data from an incident that happened in a selected calendar. Incident and incident related reports are not included in the report population if the calendar selected in the extract editor is not the calendar in which the incident was documented. Incidents and students involved in incidents do not report in calendars marked as Exclude (System Administration > Calendar > Calendar > Exclude).

Generate the Incident Offender Disciplinary Template

1. Select **Incident Offender Disciplinary Template** from the **Extract Type** from the dropdown list.
2. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
3. Enter the **Prior Reporting Date** of the extract in *mmddyy* format or use the calendar icon to select a date.

4. Select the **Format** of the extract.
5. If desired, select an **Ad hoc Filter** to return only those students included in that filter.
6. Select the appropriate **Calendar(s)** from which to include data on the extract.
7. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

Incident Offender Disciplinary Action Template - State Format (comma delimited)

Incident Offender Disciplinary Action Template - HTML Format

Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Interface
Submitting District Code	The unique 9-digit Administrative Unit Number assigned by the Pennsylvania Department of Education to the place at which the incident occurred.	Alphanumeric, 20 characters	District.number	System Administration > Resources > District Information > State District Number
Incident ID	The unique number assigned to the behavior event associated with the incident.	Alphanumeric, 30 characters	BehaviorEvent.eventID	Student Information > General > Behavior Tab > Behavior Event > Event ID

Element	Description	Type, Format and Length	Campus Database	Campus Interface
Offender ID	The unique identifier assigned to the offender involved in the incident.	Alphanumeric, 20 characters	Identity.personID	Census > People > Person Identifiers > State ID

Element	Description	Type, Format and Length	Campus Database	Campus Interface
Disciplinary Action Code	Reports one record with a state coded resolution beginning with S when more than one resolution with a state code of S is associated with the student. • Resolutions must have a state code. If there is no state code, this field reports blank. • The record with the highest number reports. Report multiple records with state coded resolution starting with R when more than one resolution with state code R is attached to the student. The code representing the sanction the offender received or the remedial program the offender has been referred to/is participating. See the Discipline	Alphanumeric, 2 characters	BehaviorDetail.resolution Code	Behavior > Behavior Management > New Resolution > Resolution

Element	Description	Type, Format and Length	Campus Database	Campus Interface
School Year Date	A singe date indicating the whole school year.	Date Field, 10 characters YYYY-MM-DD	Calendar.endDate	System Administration > Calendar > Calendar > Calendar > End Date
Filler 1	This field reports blank.	N/A	N/A	N/A
Filler 2	This field reports blank.	N/A	N/A	N/A
Original Disciplinary Action Duration	The number of school days the student was suspended or expelled.	Alphanumeric, 6 characters	BehaviorDetail.resolution Length	Behavior > Behavior Management > New Resolution > Duration
Filler 3	This field reports blank.	N/A	N/A	N/A

Element	Description	Type, Format and Length	Campus Database	Campus Interface
Educational Service	The indicator of whether or not the student received services during expulsion. Required if Disciplinary Action Code is S5, S6 or S7. • Reports a value of Y when the Action Code is AR or NR, or • Reports a value of Y when a state resolution of any R1-R9 is associated with the offender, along with a state resolution code of S5, S6 or S7 if the Alternative Education Assignment and Services field is blank. • Otherwise, reports a value of N.	Alphanumeric, 1 character	BehaviorDetail.service Provided	Behavior > Behavior Management > New Resolution > Alt Ed Assignment and Services
Disciplinary Action Comment	The comments pertaining to the discipline the student received or remedial program in which	Alphanumeric, 500 characters	BehaviorDetail.resolution Comments	Behavior > Behavior Management > New Resolution > Resolution

Element	Description	Type, Format and Length	Campus Database	Comments Campus Interface
	the student is enrolled. Required if Disciplinary Action Code is S10 or R9, or if the incident involved a weapon (State Event Incident Codes 39-46) and not a Disciplinary State Resolution Code of S5, S6 or S7. Reports *Student received other disciplinary sanction or remedial program* when the resolution is S10 or R9, or if Incident involved a weapon selection (State Event Incident Codes 39-46) and does not have a Disciplinary State Resolution Code of S5, S6, or S7, and the Resolution Details is blank. If Resolution Details is not blank, data reports from the Resolution Details.			

Discipline and Remedial Program Codes

Code	Description
Discipline	
S1	None
S2	Detention
S3	In school suspension
S4	Out of school suspension
S5	Expulsion - less than one calendar year
S6	Expulsion - one calendar year
S7	Expulsion - more than one calendar year
S8	Special education student removed to an interim alternative education setting by school personnel
S9	Special education student removed to an interim alternative educational setting by due process hearing officer
S10	Other
Remedial Programs	
R1	Alternative Education
R2	Homebound Instruction
R3	Student Assistance Referral
R4	Drug/Alcohol Counseling
R5	Guidance Counseling
R6	Psychological Evaluation
R7	Peer Mediation / Conflict Resolution
R8	Anger Management
R9	Other