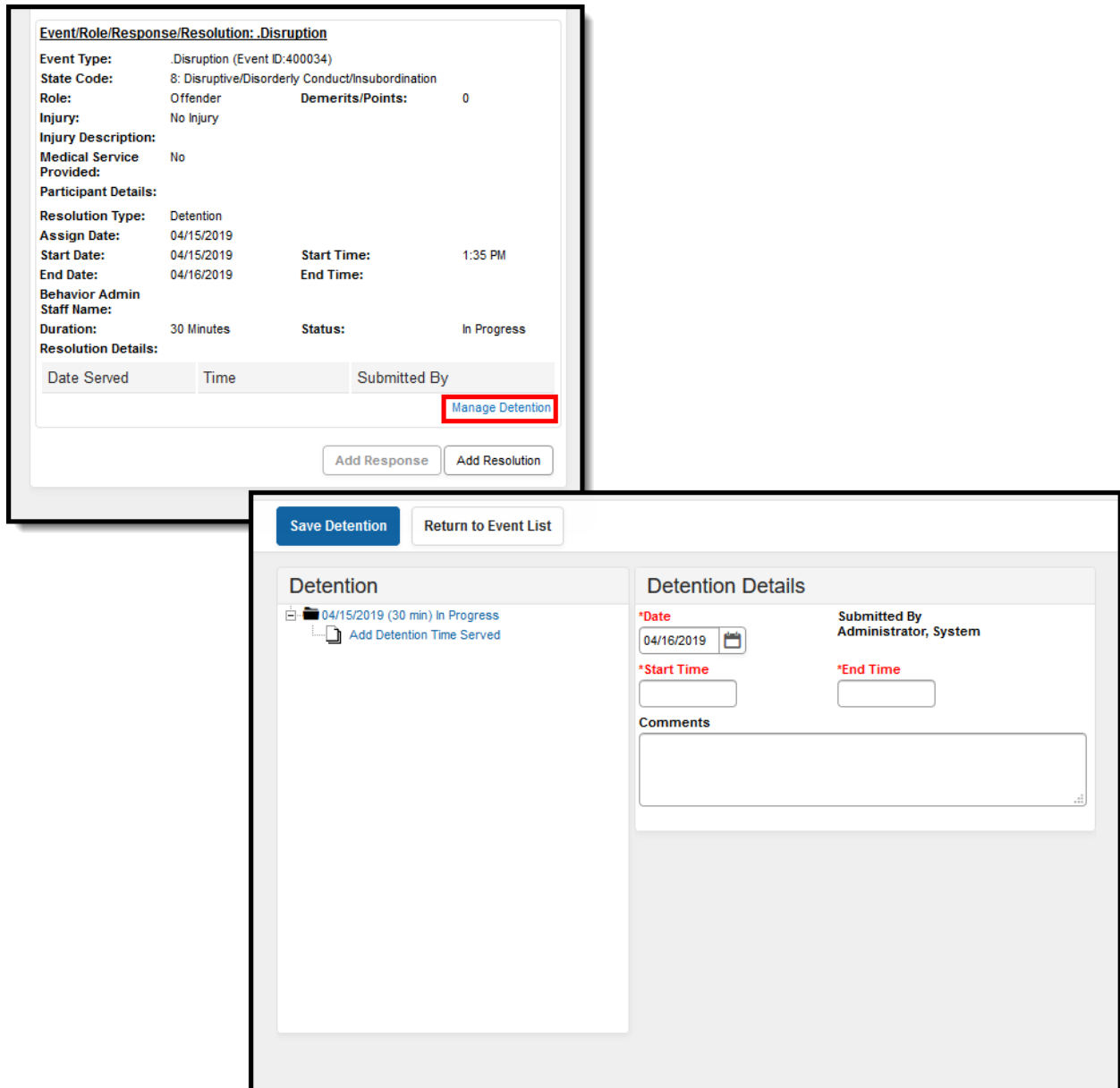


Record detention

Last Modified on 09/01/2026 2:49 pm CDT

Tool Search: Student Information > General > Behavior

This guide explains how to enter a detention record for a student.



The first screenshot shows the 'Event/Role/Response/Resolution: Disruption' form. It contains fields for Event Type, State Code, Role, Injury, Injury Description, Medical Service Provided, Participant Details, Resolution Type, Assign Date, Start Date, End Date, Behavior Admin Staff Name, Duration, and Status. A red box highlights the 'Manage Detention' button at the bottom right of the form.

The second screenshot shows the 'Detention' form. It has a 'Save Detention' button and a 'Return to Event List' button. The form is divided into two main sections: 'Detention' and 'Detention Details'. The 'Detention' section shows a list of detention records, including one for '04/15/2019 (30 min) In Progress' with an 'Add Detention Time Served' link. The 'Detention Details' section includes fields for Date, Start Time, End Time, and Comments, along with a 'Submitted By' field showing 'Administrator, System'.

Before you start

{Use this section as needed. Remember, this is a how-to; this section should be brief and provide links to additional resources/articles.}

- Prerequisite 1
- Prerequisite 2

- Tool Rights statement (we need to add a reusable tool rights statement here and links to the tool rights catalog)

{Task name}

{Optional: Provide a concise description of the purpose of this task. Only include this if the purpose is not clear from the task title.}

{You can use this format to describe your steps:}

1. {Write the step here. Use a verb to start.}

{Optional: Code sample or screenshot that helps your users complete this step. Do not duplicate screenshots or have screenshots for every step. Only use screenshots for complex how-to guides and narrow the focus to a specific part of the screen.}

{Optional: The result of completing this step. Not needed for every step. Examples include when printing a report, the report generates as a PDF in a new browser tab, or certification events needing to wait for a response from state edition.}

2. {Write the step here. Use a verb to start.}

A. {Substep 1}

B. {Substep 2}

{Impact}

Summary of what you just did...

When the Subtask is an alternate way to accomplish the same task, the impact section should come after the subtask.

{Subtask}

{This section is optional for related tasks after completing the main task. Include a subtask only if the task is big and complex, or is an alternate way. Include a sub-task for an optional step that requires the context of the same page to be useful.}

What's next

{Include references and/or links to other related documentation such as other how-to guides, conceptual topics, troubleshooting information, and limitation details if any.}

- Reference link
- Concept link
- Troubleshooting link

