

Managing Student Behavior and Discipline in PowerSchool Quick Reference Card

Managing Student Behavior and Discipline in PowerSchool

Use PowerSchool's incident management feature or submit log entries to record disciplinary or behavioral events involving students at your school.

Run the Discipline Log report to view events submitted as log entries. Run the Incident Management – District Summary report to view all incident management events grouped by school.

Use the Data Import or Export Manager to bring incident management data into PowerSchool or export it into a spreadsheet for more reporting options.

Incident Management

Use incident management for regulatory reportable events to record the interaction between witnesses, offenders, reporters, and victims.

1. In the Functions section of the Start Page, click **Special Functions**
2. Click **Incident Management**
3. To record a new incident, click **Create New Incident**
4. Choose an incident type (ex: Discipline, Truancy)
5. Change the Incident Date and Time fields, if needed
6. Choose a time frame for when the incident occurred
7. Enter a title and description
8. Choose a location and enter a location description
9. Use the "Prepared by" field to record the name of the person who filed the report

10. Enter a financial impact dollar amount, if any

11. To add a participant, click the + sign

12. Enter a last name, and click **Search**

To search for a student, select the filter type of **Student**. For a faculty or staff member, change the filter type to **Staff**. To add any other participants not directly related to the school, click **Create Other**.

13. Select the name, and click **Add**

14. To add participant attributes, click the + sign and make a selection

15. Select the role of the participant, and click **Add Participant Attributes**

16. Click the + sign to the right of Incident Elements and select an option from the menu to add any resulting actions, objects used in the incident, behaviors, or other attributes

17. Complete the record by clicking **Submit Incident**

Log Entries

Use log entries to record the actions of an individual student that do not need to be reported to your state.

1. From the Start Page, search for and select the student
2. Under the Administration section of the student pages menu, click **Log Entries**
3. Click **New**
4. Change the log Date & Time and Author fields, if needed
5. Choose a log type (ex: Conference, Discipline)

Managing Student Behavior and Discipline in PowerSchool

6. Choose an applicable subtype (ex: Parent & Teacher, Parking)
7. Choose a consequence, if appropriate
8. Enter a title that describes the log entry
9. Enter a description of the event in the Log Entry Text field
10. If any disciplinary action is taken, record the date and the action taken
11. Complete the log entry by clicking **Submit**

Discipline Log Report

To generate a list of students with log entries by date and incident subtype, run the Discipline Log report.

1. In the Reports section of the Start Page, click **System Reports**
2. In the Discipline section, click **Discipline Log**
3. From the Use menu, select **Current School Only**
4. Include all students on the report
5. Set the date range that the report will cover
6. To view the report immediately, change the Processing Options selection to **ASAP**
7. To see a report of all log entries, include all discipline incident subtypes
8. To run the report, click **Submit**
9. If the status of the report is Running, click **Refresh**
10. To open the Discipline Log report, click **View**
11. To print the report, use your browser's Print function

Incident Management Report

To view a report on all of the incidents at your school, run the Incident Management District Summary report. This report is published to PowerSchool by your ReportWorks developer.

1. In the Reports section of the Start Page, click **ReportWorks**
2. In the Incident Management section, click **Incident Management District Summary**
3. Set the date range that the report will cover, if appropriate
4. To include all incident types in the report, do not select any options from the Selection of Incident Type field
5. To run the report, click **Submit**
6. Refresh the report queue and click **Completed** to download a PDF of the report

Importing and Exporting Incidents

Use PowerSchool's Data Manager tools to import and export files with Incident Management data. From the Start Page, access the Data Manager tools by clicking **Special Functions > Importing & Exporting**.

Importing Incident Management Data

Prepare the import file as an ASCII text file that is tab delimited. To find a spreadsheet prepared as a template, navigate to PowerSource and search for file ID 69261, PowerSchool Incident Import Examples.

Then, create the spreadsheet to be imported using the data elements provided in the template. Elements of data in Incident Management are categorized as parent, sibling, or child elements. Parent and sibling elements can be listed in any order. Child elements must be listed after a parent element in order for the fields to be valid.

Managing Student Behavior and Discipline in PowerSchool

1. On the Importing & Exporting page, select **Data Import Manager**
2. Select a source file
3. Select the text file you want to import
4. From the Import Into menu, select **Incident**
5. Click **Next**
6. Verify the columns of your import file map to the correct fields in PowerSchool, then click **Save Template**
7. In the Save Import Template window, enter a name for this template

You may also add a description to help define this template.

8. To save this template to be used again in the future, click **Save as New**
9. Click **Next**
10. Click **Import**

Should the import process take a long time, you can click the down arrow to set the time when you want to see the progress updated. You can navigate away from the page and check on your import later by navigating back to the Importing & Exporting page. Click **Data Import Queue** to view a list of the imports and their current status.

Exporting Incident Management Data

When you export data from Incident Management using the Data Manager, you choose the fields you want exported. The data will then be exported into a text file that you can open in a spreadsheet application, such as Excel.

1. On the Importing & Exporting page, select **Data Export Manager**
2. From the Category menu, select **Incident Management**

3. From the Export From menu, select **Incident: List of Incidents**
4. On the left, check the fields you want to export, or check a header row, such as incident_lu_code, for a quick export of selected incident information

To reuse this format for future exports, save this template.

5. Use the up and down arrows to sort the selected fields in the order you want for the exported data
6. Enter a new label for the fields to change the name of the column headers
7. Click the Remove icon to delete a field

Sort	Field	Labels Used on Export	Remove
incident_lu_code			
▲ ▼	INCIDENT_LU_CODE.incident_category	Incident Category	—
▲ ▼	INCIDENT_LU_CODE.incident_location	Incident Location	—
▲ ▼	INCIDENT_LU_CODE.lu_code_id	Code ID	—
incident			
▲ ▼	INCIDENT.incident_title	Incident Title	—
▲ ▼	INCIDENT.incident_id	Incident ID	—

8. Click **Next**
9. Select a school to narrow the incidents exported, or leave all schools unselected to export records from all schools

All of the fields on the "Select Records to Export" page are optional. Use the fields to narrow the incidents to those with specific types, certain actions, or participant roles.

10. Click **Next**
11. Click **Export**