

InformationNOW – Discipline

About this Guide

This Quick Reference Guide provides an overview of the discipline options available in *InformationNOW*.

Discipline Setup

The following lookups pertain to discipline and should be created before student discipline records may be entered:

Note: Refer to State Guidelines for a list of all codes which are necessary to meet state reporting requirements.

For complete instructions regarding lookups, please refer to the *InformationNOW – Lookups Quick Reference Guide*.

- **Actions:** The follow-up action taken when a student commits a discipline infraction. Ex. *Letter Sent, Phone Call*.
- **Board Violation:** The violations committed by a student against board policy.
- **Discipline Locations:** The location where an infraction was committed. Ex. *Bus, Football Field, Hallway*.
- **Dispositions:** The disciplinary action taken against a student who commits an infraction. Ex. *Detention, Suspension*.
- **Infractions:** The violation committed by the student. Ex. *Fighting, Clothing Policy Violation*.
- **Statute Violation:** The law violation committed by a student. Ex. *Forgery, Larceny, Arson*.
- **Weapon Type:** The weapon used in conjunction with a discipline record.

Add Lookup

- To add discipline codes, select **Discipline | Setup** from the menu tree at left.
- From the *Lookup* drop-list, choose the code to create and click **Refresh**. Existing codes for the selected category will display.
- To insert a new record, click the blue **Add** icon on the right. The screen will vary slightly depending on the code selected.
- Enter information in the following fields (an asterisk* indicates a required field). For example, when adding an *Action*, the following criteria may be entered:

- ***Name:** Enter a unique name for this code.
- **Description:** Enter a more detailed description of the Action, if desired.
- ***Code:** Enter a unique code for the Action.
- **State Code:** If this Action will be reported to the state on state reports, enter the State Code here. For further details, please see the State Guidelines for *InformationNOW*, available on the **STI Documentation** page at <http://support.sti-k12.com/documentation/default.asp>.
- **SIF Code:** If this Action will be sent through SIF, enter the SIF Code.
- **NCES Number:** If this action has a NCES Number associated with it, enter it in the field provided.
- **Active:** Check if this code is an active code. Codes that are not checked as Active will not appear in the available list when entering student discipline records or generating reports.
- Click **OK** to save the new record.
- Repeat as needed for all discipline topics.

Adding Disposition

For *Dispositions*, there is a checkbox for **Auto Create Incident** and **Auto Create Attendance**.

- **Auto Create Incident:** This should be checked for any dispositions which are to be included in state reporting. If selected, when a student discipline record is created, an incident will also automatically be generated. See the section “Discipline Entry” on page 3 for more details regarding incident reporting.
- **Auto Create Attendance:** This should be checked if students who receive this disposition are to be automatically marked as absent. After checking this box, select the Check In/Out and Daily Absence codes that should be assigned to the student who receives this disposition. Absence reason codes are created under **Attendance | Setup | Absence Reason**. After the code is created, do the following:
 - Go to **Attendance | Setup | Absence Levels** and select **All Day/Period**.
 - Make sure the Absence Reason Code that was added is checked as a valid All Day Absence Reason Code. Click **OK**.
 - Select **Check In/Check Out**. Make sure the Absence Reason Code that was added is checked as a valid Check In/Check Out code. Click **OK**.
 - Check **Use Other Absence Level** if the absence that is posted for this disposition should not affect student ADA or ADM. If selected, a student absence record will be created. However, the absence will not affect the student’s absence or membership totals.

Note: If a disposition is marked as **Auto Create Attendance**, however the month has been marked as **Locked** for attendance, attendance records will not be created when the discipline record is saved. Months are locked under **School/District | School**. Click to **View** the school. Click the *Acad* Session tab. Click to **View** the academic session. Click the **Attendance Months** link under the *Manage* menu on the left.

Adding Infraction

For *Infractions*, **Number of Demerits** is a required field. If Demerits are not used, leave the value set to 0 (zero). If Demerits are to be tracked, enter the number of demerits to be given to a student who commits this infraction.

View Lookup

To view a code, place a check next to the code and click **View**. Make necessary modifications and click **OK** to save or click **Close** to exit the code without saving.

Delete Lookup

To remove a code, place a check next to the code to remove and click **Delete**.

Note: The program will allow codes to be deleted even though they may be attached to student records. It is recommended to set codes inactive, rather than deleting, if they have been assigned to a student discipline record.

Overwrite Attendance

An **Overwrite existing attendance when posting from discipline** option is available on the *School Setup* screen. To access the option, go to **School/District | School**. Search for and select to **View** a school. Click the *Setup* tab.

The screenshot shows the 'Edit School: 1234 - Hometown High School' interface. The 'Setup' tab is selected. The 'Attendance' section is highlighted with a red circle, and the checkbox for 'Overwrite existing attendance when posting from discipline' is visible. Other sections include Fee, Grade Book, Enrollment, Scheduling, and Time Zone Settings.

If selected, when posting attendance from discipline, the program will overwrite any daily absence, period absence, and/or check in/out records that exist on or between the disposition start date and end date.

Discipline Entry

After discipline setup has been completed, discipline may be entered by student or by incident.

Student Discipline

After discipline setup has been completed, discipline may be entered by student or by incident.

- Select **Students | Student Maintenance** and search for the student for which a discipline record is to be entered.
- Select the student by clicking on the student's *File No.* blue link or placing a check next to the student and clicking *View*.

- Click the **Discipline** link under the Manage menu at left.
- A list of the student's existing discipline records for the selected school and academic session will display. To modify the view, do one of the following:
 - Click the *School Context* drop-list and select a different school or select **All**. Click **Refresh**. If **All** is selected, the Academic Session option becomes inactive; or,
 - Click the *Academic Session* drop-list and select a different Academic Session or select **All**. Click **Refresh**.

Add Discipline Record

- To insert a new record, click **Add**.
- Complete the fields. Required fields are indicated with an asterisk (*).

- ***Infraction:** The violation committed by the student.

Note: Additional infractions may be assigned to this student discipline record. Click the **More** link to add additional infractions.

- ***Demerits:** The number of demerits the student has received for this infraction. This will pull the number of demerits that were entered on the Infraction Code under **Discipline | Setup**. This may be left at 0 (zero) if not using demerits.
- ***Remaining (Demerits):** The number of demerits the student has remaining to accrue. This may be left at 0 (zero) if not using demerits.
- **Severity:** Enter a numeric value indicating the severity of this infraction. Reports may be generated based on a range of severity.
- ***Date:** The date on which the violation occurred.

Note: Once an infraction date has been selected, users may choose any other date field and press the *F12* key to copy the infraction date to that date field.

- **Time:** The time at which the violation occurred.
- **Teacher:** Click **Find** to search for and select the teacher and/or staff member who observed the violation or who presented the student for disciplinary action.

Note: The teacher is automatically selected when a section is selected.

- **Section:** If the violation occurred during a class, select the course number for the available list. Only the courses that exist in the student's schedule for the selected school and academic session will appear.

Note: The section will automatically be populated when a date and period are selected if the student has a scheduled course.

- **Period:** If the violation occurred during school hours, select the period of the day.

Note: The period will automatically be populated when a section is selected.

- **Incident:** If the violation is to be associated with an existing incident, click **Find** to search for and select the existing incident. If the incident does not already exist and the selected disposition for this record is indicated in the setup menu as an *Auto Create Incident* disposition, when the record is saved, an incident will automatically be generated.
- **Location:** Select the location at which the violation occurred.
- **Harassment:** Check if this infraction is considered a harassment offense.
- **School Sponsored Event:** Check if this infraction occurred during a school sponsored event.
- **Conference Date/Time:** Enter the date and time at which a conference with the student and/or guardian took place.
- **Admin Date:** Enter the date of the disposition administration.
- **Administrator:** Defaults to the user who is logged in. Click **Find** to search for and select the staff member who administered the disposition.
- **Occurrence Notes:** Enter applicable notes regarding the violation (ex. *Student was observed shouting threats.*)
- **Disposition:** Select the disposition which is the result of this infraction. If a disposition is selected, *Disposition Date* is a required field.

Note: Additional dispositions may be assigned to this student discipline record. Click the **More** link to add additional dispositions.

If a disposition is selected that has been set up as *Auto-Create Incident = Yes*, when the student discipline record is saved, a corresponding incident record will also be created.

- **Disp. Date/Time:** If applicable, enter the starting date and/or time of the disposition. For example, if a student is suspended Tuesday through Friday for a violation that occurred on Monday, enter Tuesday's date as the *Disposition Start Date*.

Note: If a disposition has been marked to *Auto-Create Attendance = Yes*, when the record is saved, the student will be marked with the appropriate Reason Code for the range of disposition dates.

- **End Date/Time:** If applicable, enter the ending date and/or time of the disposition.

Note: The *Days*, *Hours* and *Minutes* fields will automatically be calculated based on the start and end date and time for the disposition as well as the calendar and the student's instructional minutes. If a time is not entered, only days will be calculated.

- **Disposition Note:** Enter any applicable notes pertaining to the disposition (ex. *Student was absent from detention and will serve the following Saturday.*).
- **Action Taken:** Select any additional action taken pertaining to this violation (ex. *Letter Sent, Phone Call*).

Note: Additional actions taken may be assigned to this student discipline record. Click the **More** link to add additional actions taken.

- **Action Date/Time:** Enter the date and/or time of the action taken.
- **Action Note:** Enter any applicable notes pertaining to the action taken (ex. *Left voice mail message*).
- Click **Create** to save the record or click **Cancel** to exit the screen without saving.

Note: If the disposition assigned has been set to automatically create an incident, the incident has been created and may be viewed under **Discipline | Incidents**. If the disposition was set to automatically mark the student absent, the student absence record(s) has been created and may be viewed under **Students | Student Maintenance**. Select to **View** the student and click the **Attendance** link on the left.

View Discipline Record

To *View* or modify an existing record, perform the following steps:

- Place a check next to the discipline record and click **View**.
- Click **OK** to save the changes or click **Cancel** to exit the screen without saving.

Delete Discipline Record

To *Delete* an existing record, perform the following steps:

- Place a check next to the discipline record and click **Delete**.
- Click **OK** to delete the record or click **Cancel** to exit without saving.

Discipline Letter

Click the **Discipline Letter** link under the *Manage* menu on the left to print a discipline letter for the selected student. For more details regarding letters, please refer to the *InformationNOW – Letters Quick Reference Guide*, which is available from the STI support Web site.

Print Discipline

Click the **Print Discipline** link under the *Manage* menu on the left to print a Discipline Report for the selected student.

Incidents

An *incident* is defined as a more severe infraction which may or may not involve multiple students.

Incidents may be used to track information regarding statute (law) and board violations and may be reported to the state depending on reporting requirements. Refer to State Guidelines for discipline state reporting requirements.

To *Add*, *View* or *Delete* incidents, go to **Discipline | Incidents**.

Note: To view all incidents, from the *Search* screen delete the date and click **Search**. All incidents for this academic session and school will display, regardless of date.

Add Incident

To insert a new incident, perform the following steps:

- Click **Add**. Required fields are indicated with an asterisk (*).

The screenshot shows the 'Add Incident' form with the following fields and options:

- Incident Number:** Text input field.
- *Date:** Text input field with format 'MM/dd/yyyy' and a calendar icon.
- Time:** Text input field with format 'hh:mm tt'.
- *Description:** Text input field.
- *Infraction:** Dropdown menu with 'Weapon - Other' selected.
- Location:** Dropdown menu.
- Harassment
- School Sponsored Event
- Reported To Police
- Violations** section:
 - Statute:** Dropdown menu.
 - Board:** Dropdown menu.
 - Notes:** Text area.
- Include in Safe Schools Report
- Create** and **Cancel** buttons.

- **Incident Number:** The incident number is automatically generated. It may not be edited.
- ***Date:** Enter the date of the incident. Enter the date as *mm/dd/yyyy* or click the Ellipsis button to select the date from a calendar.
- **Time:** Enter the time of the incident.
- ***Description:** Enter a brief description of the incident.
- ***Infraction:** Select the Infraction.
- **Location:** Select the Location at which the incident took place.
- **Harassment:** Check if this infraction is considered a harassment offense.
- **School Sponsored Event:** Check if this infraction occurred during a school sponsored event.
- **Reported To Police:** Check if the police were notified concerning this incident.
- **Statute:** Select the law violation that was committed (Ex. *Forgery, Stolen Property*). These are generally defined for state reporting purposes. Refer to State Guidelines for a possible list of state mandated statute violations.
- **Board:** Select the board violation that was committed (Ex. *Cheating, Profanity*). These are generally defined for state reporting purposes. Refer to State Guidelines for a possible list of state mandated statute violations.

- **Include In Safe Schools Report:** Check if this incident is to be included for state reporting purposes.
- **Notes:** Enter any extra notes associated with this incident.
- Click **Create** to save the record or **Cancel** to exit without saving.
- To access additional information regarding this incident (*Student Participants, Others Involved*), click the Incident number of the record to change, which appears as a blue link, or place a check next to the record and click **View**.

Student Participants

- Click the **Student Participants** link at left on the incident view screen.

- The list of students already attached to the incident will display.
 - To view a student already listed, either click the *File No.* blue link at left or place a check next to the student and click **View**.
 - To delete a student already listed, place a check next to the student and click **Delete**.
 - Add additional students to the selected incident.
 - If the student to be added already has a discipline record entered on their discipline screen that corresponds with this incident, click **Attach Student Infraction** at left.
 - Enter the Search criteria for the student to be added and click **Search**.
 - Select the student by either clicking the blue *File No.* link or clicking the circle and clicking **OK**.
 - The list of the students existing discipline records will display. Either click the blue *Date* link or click the circle bullet next to the discipline record and click **OK**.
 - The student's discipline infraction record will now be tied to the selected incident record.
 - If the student to be added to the infraction does not already have an existing discipline record entered on their discipline screen that coincides with this incident, click **Add**.
 - Enter the search criteria and click **Search**.

- Click the blue *File No.* link next to the student to be added or bullet the circle next to the student and click **OK**.
- The *Add Discipline* screen will display. Enter the infraction details for this incident for this student. Click **Create**. A discipline record has been generated for the selected student who has also been attached to this incident.

Others Involved

- Click the **Others Involved** link at left on the incident view screen. Others involved are classified as either *Participant* (non-student), *Victim* or *Witness*.

Note: The *Others Involved* option should not be used to add student participants to an incident. If a student is to be added to an incident, please refer to “Student Participants” on page 8. The *Others Involved* option is used to add non-student participants, victims or witnesses.

- The list of others involved will display.
 - To add additional persons, click **Add**. Insert the *Name* and *Role*. An optional *Notes* field is provided. Click **Create** to add the person to the incident.
 - To view additional persons, click the *Name* blue link or check the box next to the name and click **View**.
 - To delete an additional person, check the box next to the name and click **Delete**.

View/Edit Incident

- To view or edit an incident, go to **Discipline | Incidents**.

- On the search screen, enter the search criteria for one or more of the following criteria:
 - **Date**: The current date will display. Remove the date. When tabbing or clicking off the field, *MM/dd/yyyy* will display. This indicates the program will display all incidents that meet the search criteria regardless of the incident date.
 - **Location**
 - **Infraction**
- Click **Search**.
- All incidents matching the search criteria will display. To return to the search screen, click the blue **Search Criteria** link at top.
- To view/edit an incident either click the blue link Incident number or place a check next to the incident to be edited and click **View**.

Note: *Incident Number* may not be edited. All other fields may be edited, depending on the user's access rights.

Delete Incident

- To delete an incident, go to **Discipline | Incidents**.
- On the search screen, enter the search criteria for one or more of the following criteria:
 - **Date:** The current date will display. Remove the date. When tabbing or clicking off the field, *MM/dd/yyyy* will display. This indicates the program will display all incidents that meet the search criteria regardless of the incident date.
 - Location
 - Infraction
- Click **Search**.
- All incidents matching the search criteria will display. To return to the search screen, click the blue **Search Criteria** link at top.

Search Incidents - Incident Result List

Incidents

Search Criteria: [Infraction = Unknown Weapon](#)

<input type="checkbox"/>	Incident	Date	Time	Description	Infraction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	I1003	09/15/2009	10:00 AM	Unknown Weapon Adams, Amy Louise	Unknown Weapon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- To delete an incident, place a check next to the incident to be deleted and click **Delete**.

Note: Deleting an incident record will not delete the discipline infraction records from the participating students. If the student's discipline infraction record is also to be deleted, edit the incident and delete the student from the incident before deleting the incident itself. Once an incident is deleted, discipline infraction records must be deleted from the student's individual discipline screen. See the instructions on deleting a student from an incident in the section "Student Participants" on page 8.

Discipline Reports

Discipline Letters

For instructions regarding creating letters, please refer to the *InformationNOW – Letters Quick Reference Guide*, available from the STI support Web site at <http://support.sti-k12.com>.

To generate letters that have already been set up, perform the following steps:

- Go to **Discipline | Reports**.

Note: Reports may also be generated from the **Reports** menu.

- Click the blue **Discipline Letters** link or click to bullet the item and click **View**.

- Select the *Start* and *End Dates*. This is the range of dates during which the infractions occurred.
- If desired, select the infractions for which letters are to be generated. If none are selected, all will be included.
- If desired, select the dispositions for which letters are to be generated. If none are selected, all will be included.
- Select the letter to be sent.
- If the *Student Number* merge tab was added to the letter, select the ID Number to be included in the letter. Options include *Alternate Student Number*, *State ID Number* or *Student Number*.
- Select the order in which the letters are to print. Options include *Grade Level*, *Last Name*, *Student Number* or *ZIP Code*.
- If demerits are used, check to *Include Demerits Range* and enter the range of demerits for which letters are to be generated. For example, to generate letters for infractions that received a demerit value of 10 or greater, enter a high value of *100* and a low value of *10*. Letters will be generated for all infractions that receive demerits between 10 and 100. If the range is left at 0 to 100, all infractions will be included.
- To print a letter that includes the infraction/disposition description (rather than just the corresponding code), check to include *Infractions/Dispositions Description*. For example, if an infraction of *CPV* is used for *Clothing Policy Violation*, the letter will include *CPV*. If this option is checked, the letter will print *Clothing Policy Violation* rather than the code of *CPV*.

Discipline Report

To generate the discipline report, perform the following steps:

Note: The Discipline Report may be generated for one student. Go to **Students | Student Maintenance**. Select to **View** the student. Click the **Discipline** link at left and click to **Print Discipline**. The report from the student screen does not include the *Filter* option.

- Go to **Discipline | Reports** or to the *Reports* menu.
- Click the blue **Discipline Report** link or click to bullet the item and click **View**.

Discipline Report

Criteria

*Academic Session Year:
2011

*Academic Sessions:
-- All --
Hometown Elementary - 2010-2011 Elementary
Hometown High School - 2010-2011 All Year
Hometown High School - 2010-2011 Cycle

Student Filter:

Severity:

*Order By:
Occurrence Date

*ID To Print:
Student Number

Report Type:
Summary

Custom Report Title:

Infraction Options

Start Occurrence Date:
MM/dd/yyyy

End Occurrence Date:
MM/dd/yyyy

*Infractions:
-- All --
Cheating
Clothing Policy Violation
Excessive Tardies
Talking Back
Unknown Weapon

Disposition Options

Start Disposition Date:
MM/dd/yyyy

End Disposition Date:
MM/dd/yyyy

*Dispositions:
-- All --
Detention - After School
Detention - Weekend
In School Suspension
In-School Suspension
Suspension

Include

Demographic Summary **Infraction Summary** Unlisted Information
 Withdrawn Students

Working Filter

Save to Working Filter Append to Existing Overwrite Existing

Format:
Acrobat (PDF) file Save as Default

Preview Close

- Select information as indicated below.
 - **Academic Session Year/Session(s):** Select the academic year/sessions to be included in the report.
 - **Filter:** The report will be generated for the selected student. It is not necessary to select a filter.
 - **Severity:** To filter the report to only those infractions within a specific severity range, enter the range value.

- ***Order By:** Select to order the report by *Occurrence Date, Occurrence Primary Infraction, Occurrence Primary Disposition, Student Display Name, Student Number, Student Grade Level, Student Homeroom, Full Section Number* or *Severity*.
- ***ID To Print:** Select to include the *Student Number, State Student ID, Alternate Student ID, Social Security Number* or no ID.
- **Report Type:** Select a report type of *Summary* or *Detail*.
- **Custom Report Title:** Enter a custom report title to print at the top of the report. If nothing is entered, *Discipline Report* will print at the top of the report.
- **Start/End Occurrence Date:** To filter the report to infractions that occurred within a date range, enter the range here. If nothing is selected, all discipline records will be included regardless of the infraction occurrence date.
- ***Infractions:** Select the infractions to include on the report or select **---All---**. Use the *Ctrl+click* or *Shift+click* options to select multiple infractions.
- **Start/End Disposition Date:** To filter the report to dispositions (punishments) that occurred within a date range, enter the range here. If nothing is selected, all discipline records will be included regardless of the disposition date.

Note: If the discipline report does not display the expected results, try leaving the disposition start and end dates blank. As disposition dates are not required for discipline record entry, it may not be necessary to enter a start/end disposition date.

- ***Dispositions:** Select the dispositions to include on the report or select **---All---**. Use the *Ctrl+click* or *Shift+click* options to select multiple dispositions.
- **Demographic Summary:** Check to include basic student demographic information on the report.
- **Infraction Summary:** Check to include a breakdown of infractions by gender and race.
- **Unlisted Information:** Check to include unlisted address or phone number.
- **Withdrawn Students:** Check to include currently withdrawn students on report.
- **Save to Working Folder:** If printing for the one selected student, this option is not necessary.
- **Format:** Select the desired format for the report. Options include *Acrobat (PDF) File, CSV (comma delimited), Excel, HTML, TIFF* file, or *XML* file with report data.
- **Save as Default:** After selecting the format, check this box to save this format as the default format for all reports.

Note: Selecting the *Save As Default* option will affect all other report printing, not just the selected report.

- Click **Preview**.

Discipline Statistics

This report is designed to break down discipline infractions by Ethnicity and Gender. It includes aggregate counts with percentage break downs by type and groups selected for each racial and gender category. *Enrolled, Re-enrolled* and *Withdrawn* students will be included.

To generate the discipline statistics report, perform the following steps:

- Go to **Discipline | Reports** or to the *Reports* menu.

- Click the blue **Discipline Statistics** link or click to bullet the item and click **View**.

- ***Start/End Date:** To filter the report to occurrences within a date range, enter the range here. If nothing is selected, all discipline records will be included regardless of the disposition date.
- ***Grade Level:** Select the current grade level of the students to be included in the report. Use *Ctrl*+click or *Shift*+click to select multiple grade levels.
- **Student Filter:** To filter the report to a select group of students, select the appropriate filter.
- **Teacher Filter:** To filter the report to a select group of staff, select the appropriate filter.
- ***Infractions:** Select the infractions to be included on the report or select **---All---**. Use *Ctrl*+click or *Shift*+click option to select multiple codes.
- ***Dispositions:** Select the dispositions to be included on the report or select **---All---**. Use *Ctrl*+click or *Shift*+click option to select multiple codes.
- **Order Report By:** Select the order in which to print: *Grade Level By Infraction*, *Infraction by Grade Level*, *Teacher by Grade Level by Infraction*, *Grade Level by Disposition*, *Disposition by Grade Level*, or *Teacher by Grade Level by Disposition*.
- **Format:** Select the desired format for the report. Options include *Acrobat (PDF) File*, *CSV (comma delimited)*, *Excel*, *HTML*, *TIFF file*, or *XML file with report data*.

Incident Detail

This report will include *Incident #*, *Date*, *Time*, *Location* and *Infraction Name* (like the Discipline Incident Summary Report). The report will also include the following information if *Include Students Involved* is selected: *Statute Violations*, *Board Violations*, *Actions Taken*, *Incident Notes* and *Students Involved*.

To generate the incident detail report, perform the following steps:

- Go to **Discipline | Reports** or to the *Reports* menu.

- Click the blue **Incident Detail** link or click to bullet the item and click **View**.

- ***Start/End Date:** To filter the report to incidents within a date range, enter the range here. If nothing is selected, all incident records will be included regardless of the date.
- **Incident Numbers:** Select the incident to be included or select **---All---**. Use *Ctrl*+click or *Shift*+click option to select multiple incident numbers.
- **Students Involved:** Check whether or not to print the names of the students involved.
- **Format:** Select the desired format for the report. Options include *Acrobat (PDF) File*, *CSV (comma delimited)*, *Excel*, *HTML*, *TIFF* file, or *XML* file with report data.

Incident Summary

This report will include *Incident #*, *Date*, *Time*, *Incident Description*, *Location* and *Infraction Name*. The report will print one line per incident.

To generate the incident summary report, perform the following steps:

- Go to **Discipline | Reports** or to the *Reports* menu.
- Click the blue **Incident Summary** link or click to bullet the item and click **View**.
- ***Start/End Date:** To filter the report to incidents within a date range, enter the range here. If nothing is selected, all incident records will be included regardless of the date.
- **Format:** Select the desired format for the report. Options include *Acrobat (PDF) File*, *CSV (comma delimited)*, *Excel*, *HTML*, *TIFF* file, or *XML* file with report data.