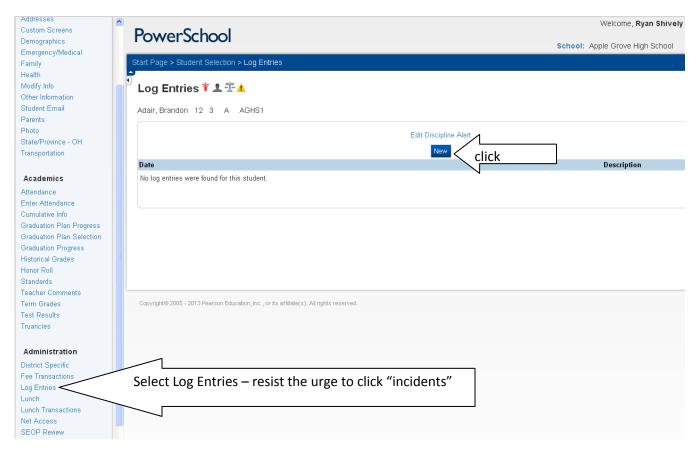# EMIS Discipline Reporting in PowerSchool

Select Student

Scroll down left menu to Administration then click on Log Entries

Click "new" to add a discipline record
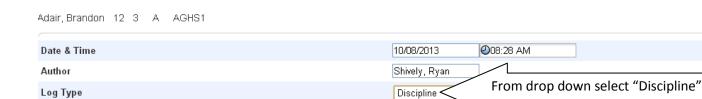

Select Log Type – Discipline

Once "Log Type" is selected as "Discipline" PowerSchool opens the state fields at the bottom of the screen.

The top section of the screen is for school information – only a few fields are used for the EMIS record. See notes in screen shot below.

In the past the incident date was used as the trigger for the EMIS record to extract. This changed last year and now uses the Action Date

From the District, then District on the left menu, select Log Entry Fields scroll down and make sure Discipline_ActionDate is **not** set to (Hide).

At the bottom of the screen is where EMIS fields are populated (below the Ohio State Information text)

Enter Type of Discipline
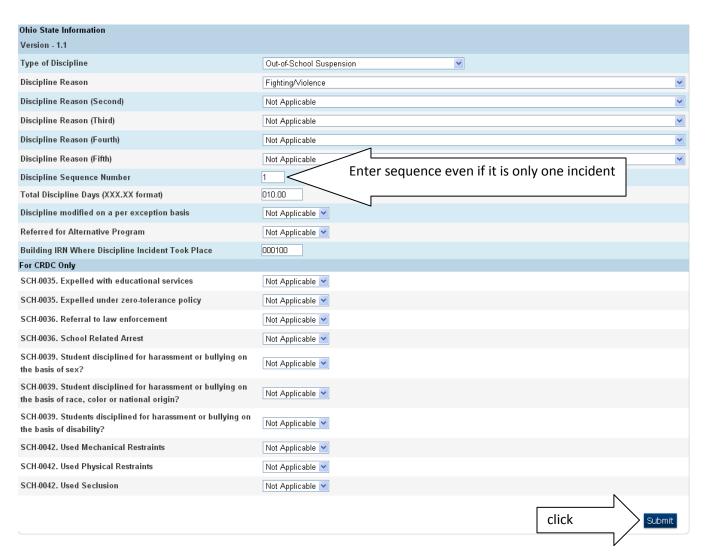
Enter Discipline Reason(s)

Enter Discipline Sequence

Enter Total Discipline Days

Enter Discipline Modified… and Referred for… fields if applicable

Change Building IRN if building is different than what is defaulted

Click Submit to save

Ohio State Information

Version - 1.1

Type of Discipline	Out-of-School Suspension ▾
Discipline Reason	Fighting/Violence ▾
Discipline Reason (Second)	Not Applicable ▾
Discipline Reason (Third)	Not Applicable ▾
Discipline Reason (Fourth)	Not Applicable ▾
Discipline Reason (Fifth)	Not Applicable ▾
Discipline Sequence Number	1
Total Discipline Days (XXX.XX format)	010.00
Discipline modified on a per exception basis	Not Applicable ▾
Referred for Alternative Program	Not Applicable ▾
Building IRN Where Discipline Incident Took Place	000100

Enter sequence even if it is only one incident

For CRDC Only

SCH-0035. Expelled with educational services	Not Applicable ▾
SCH-0035. Expelled under zero-tolerance policy	Not Applicable ▾
SCH-0036. Referral to law enforcement	Not Applicable ▾
SCH-0036. School Related Arrest	Not Applicable ▾
SCH-0039. Student disciplined for harassment or bullying on the basis of sex?	Not Applicable ▾
SCH-0039. Student disciplined for harassment or bullying on the basis of race, color or national origin?	Not Applicable ▾
SCH-0039. Students disciplined for harassment or bullying on the basis of disability?	Not Applicable ▾
SCH-0042. Used Mechanical Restraints	Not Applicable ▾
SCH-0042. Used Physical Restraints	Not Applicable ▾
SCH-0042. Used Seclusion	Not Applicable ▾

click → Submit

For Civil Rights reporting the CRDC discipline fields are below the Ohio State Fields. These should be filled out only if the incident applies to the CRDC reporting requirments.