

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

PowerSchool

Welcome, **Ryan Shively**

School: Apple Grove High School

Start Page > Student Selection > Log Entries

Log Entries

Adair, Brandon 12 3 A AGHS1

Edit Discipline Alert

New

click

Date	Description
No log entries were found for this student.	

Copyright © 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.

Select Log Entries – resist the urge to click “incidents”

Select Log Type – Discipline

New Log Entry

Adair, Brandon 12 3 A AGHS1

Date & Time	10/08/2013 08:28 AM
Author	Shively, Ryan
Log Type	Discipline
Subtype (optional for discipline)	
Consequence (optional for discipline)	Please Select

From drop down select “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.

Start Page > Student Selection > Log Entry

New Log Entry

Adair, Brandon 12 3 A AGHS1

Date & Time	10/08/2013 08:28 AM	Defaults to current date/time & name of person
Author	Shively, Ryan	
Log Type	Discipline	
Subtype (optional for discipline)		
Consequence (optional for discipline)	Please Select	
Title		
Log Entry Text		
Category		
Action Date (MM/DD/YYYY)	10/08/2013	This date is pulled for EMIS reporting and triggers the record to extract
Action Taken	Please Select	
Action Taken Detail		
Action Taken End Date (MM/DD/YYYY)		

****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).

Discipline_ActionDate Action Date (MM/DD/YYYY) The date when action was taken (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
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

Enter sequence even if it is only one incident

****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 requirements.****