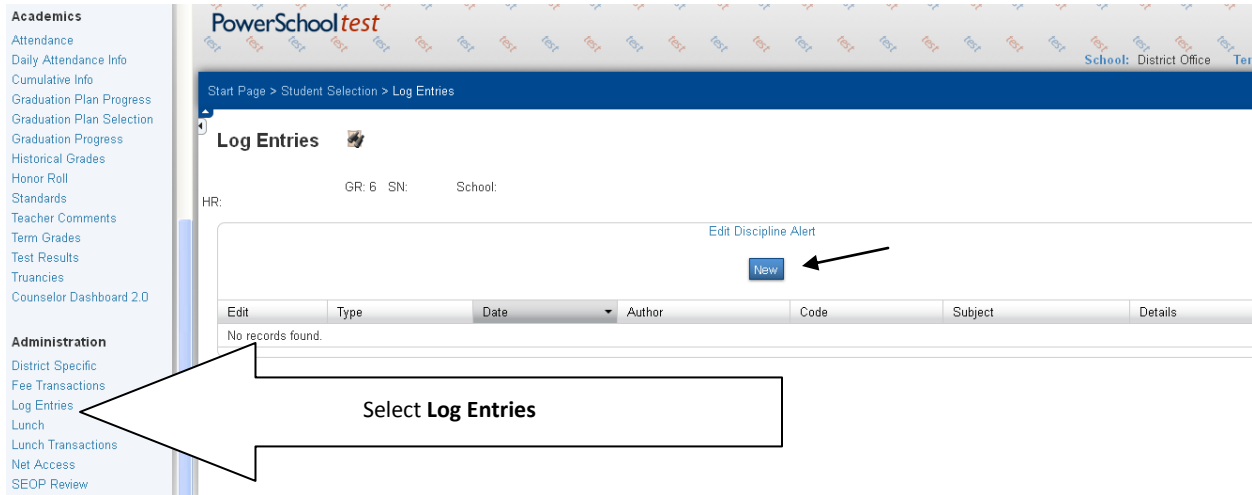
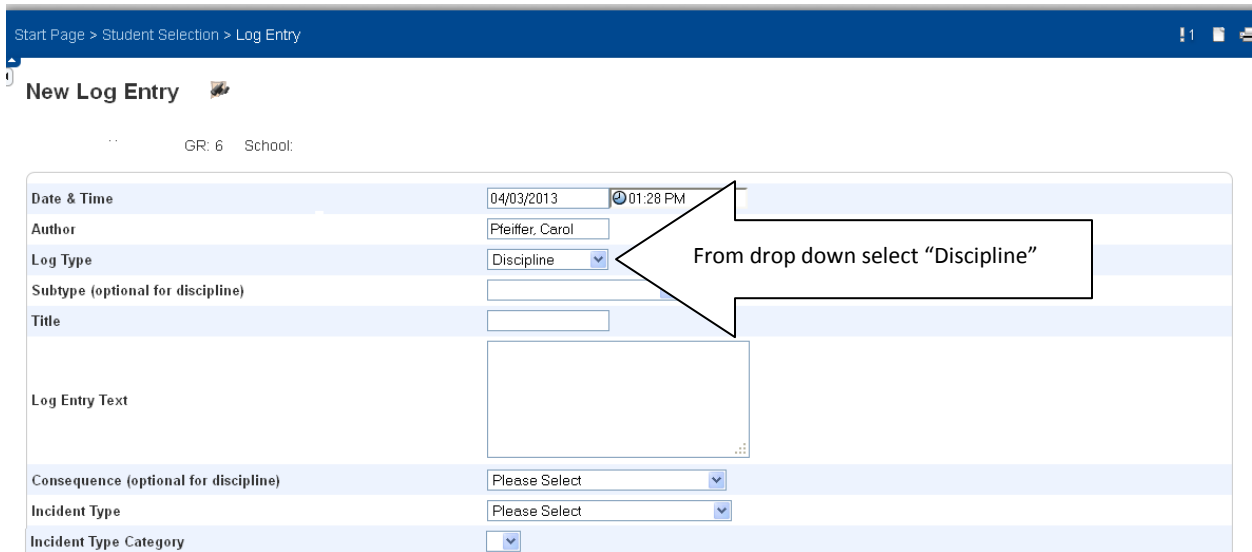


# GD - Student Discipline Record

1. Select Student
2. Scroll down left menu to sub heading **Administration** > Log Entries
3. Click “new” to add a discipline record




4. Select Log Type - Discipline


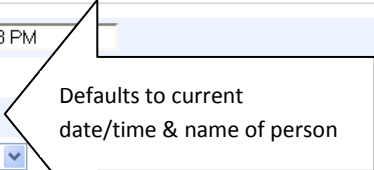

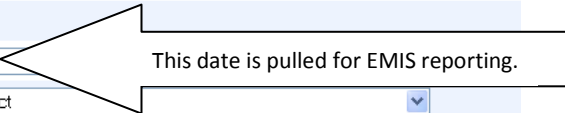


Once “Log Type” is selected as “Discipline” PowerSchool opens the state fields at the bottom of the screen.

5. 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:

**New Log Entry** 

GR: 6 School:

Date & Time	<input type="text" value="04/03/2013"/> <input type="text" value="01:28 PM"/>	  Defaults to current date/time & name of person
Author	<input type="text" value="Pfeiffer, Carol"/>	
Log Type	<input type="text" value="Discipline"/>	
Subtype (optional for discipline)	<input type="text" value="22 Fighting"/>	
Title	<input type="text"/>	
Log Entry Text	<input type="text" value="John was involved in an altercation"/>	
Consequence (optional for discipline)	<input type="text" value="Please Select"/>	
Incident Type	<input type="text" value="Fighting"/>	
Incident Type Category	<input type="text"/>	
Category	<input type="text"/>	
Incident Type Detail	<input type="text"/>	  This date is pulled for EMIS reporting.
Incident Date (MM/DD/YYYY)	<input type="text" value="02/03/2013"/>	
Incident Context	<input type="text" value="Please Select"/>	
Incident Location	<input type="text" value="Please Select"/>	

6. The bottom of the screen is where EMIS fields are populated.

- a. Enter Type of Discipline
- b. Enter Discipline Reason (s)
- c. Enter Discipline Sequence
- d. Enter Total Discipline Days (example 3 days = 003.00)
- e. Enter "Discipline Modified... and Referred for... fields if applicable
- f. Change building IRN if building is different than what is defaulted

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)	003.00
Discipline modified on a per exception basis	Not Applicable
Referred for Alternative Program	Not Applicable
Building IRN Where Discipline Incident Took Place	000187
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	Not Applicable

7. Click **Submit** to save