



**NEXT GEN DOCUMENTATION
~DISCIPLINE WISCONSIN~**

JMC Inc
PO Box 328
Lake City, MN 55041
800-524-8182
651-345-2215 Fax
<http://www.jmcinc.com>
support@jmcinc.com or sales@jmcinc.com

Documentation and program copyright © 2018

Table of Contents

JMC Discipline Overview	3
Student Scope	4
Discipline Documentation	6
Discipline-Data-Edit Student Records	6
Discipline-Data-Edit Problem Behaviors	9
Discipline-Data-Edit Actions	10
Discipline-Data-Merge Discipline Referrals	12
Teacher Entry of Referral Records	12
Processing of Teacher Referral Records in Office.....	14
Discipline-Reports-Student	15
Discipline-Reports-Discipline Query	16
Discipline-Reports-Discipline Summary	18
Appendices	20
Appendix A: Custom Attendance Form Letters Overview	20
Appendix B: Creating the Custom Form	26
Appendix C: Email Setup – Admin Options	33
Appendix D: How to Implement Wisconsin DPI’s Discipline Use Cases In JMC Discipline....	34
Appendix E: Recoding Discipline Data for WISEdata Reporting	54
Appendix F: Saving a Report as a PDF File	56
Change Log	58

JMC Discipline Module Overview

The Discipline Module of JMC Next Gen Office Application gives your district the ability to keep track of student discipline records and also works in conjunction with Online Teacher in acquiring discipline referrals from teachers as well as Online Parent in providing discipline information to parents.

Discipline referrals may be submitted from Online Teacher and later processed by office staff, who may either accept the record and edit it further (adding actions and other details) or reject the referral record outright.

At the discretion of the office staff, parents may be allowed to view discipline records in Online Parent.

Office staff may also edit or enter records directly onto the students' discipline records page.

The Discipline module will include a list of predefined problem behaviors and actions, but the office staff may also define their own if they wish and may use any combination of predefined and/or user-defined problem behaviors and actions in their records.

The Discipline module includes reports such as:

Student – selected student(s) and a list of their discipline records

Discipline Query – selection criteria include number of occurrences, which problem behaviors/actions, which reporting person(s), and other sorting and detail options

Discipline Summary – summary of all or records or for specified date range; summary includes breakdowns by problem behavior, action, and reporting person.

State Reporting of discipline records varies by state. For Wisconsin, records will be included in a school's WISEdata Discipline data submission only if predefined Problem Behaviors and specific Actions are used in the records. For WISEdata submissions the only types of records included are those that result in suspension or expulsion. Also, inclusion of records is in some cases dependent upon the student's disability status (Special Education).

For more information on the use of JMC discipline records for WISEdata, please refer to the Wisconsin State Reporting document (especially the Use Cases found in Appendix D) found at:

http://jmcinc.com/uploads/files/NextGen_Wisconsin.pdf

For more information about Wisconsin's WISEdata Discipline data collection please refer to the following link:

<https://dpi.wi.gov/wisedata/discipline>

Student Scope

The Student Scope is a link found in the Quick Links on many of the main pages in JMC's Next Gen Office Application.

The Student Scope allows you to simultaneously view 6 different types of data for a student from the JMC Next Gen database. Each individual user may specify which 6 types of data they wish to view in the Student Scope.

The following is a list of the types of data that may be viewed within the Student Scope, depending upon what access is assigned to your user account in JMC:

- Attendance
- Schedules
- Student Lunch Transactions
- Period Attendance
- Discipline
- Health Immunizations
- Report Cards
- Student Contacts
- Student Progress Report
- Student Transcript

An example of how to get to the Student Scope is shown here is [Schedules – Student – Edit Schedules](#).

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Student ID: 569 Student Name: Adams, Carla Grade: 7

Buttons: Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Cont
-	S1.1 En...	567 BAND JH	X																	
-	S1.2 En...	573 MATH 7	X																	
-	S1.255 ...	560 GUIDED STUDY 7	X																	
-	S1.3 En...	570 SOCIAL 7	X																	
-	S1.4 En...	571 SCIENCE 7	X																	
-	S1.5 En...	575 PE/HEALTH 7	X																	
-	S1.7 En...	569 ENGLISH 7	X																	
-	S2.1 En...	567 BAND JH	X																	
-	S2.2 En...	573 MATH 7	X																	
-	S2.255 ...	560 GUIDED STUDY 7	X																	
-	S2.3 En...	570 SOCIAL 7	X																	
-	S2.4 En...	571 SCIENCE 7	X																	
-	S2.5 En...	575 PE/HEALTH 7	X																	
-	S2.7 En...	569 ENGLISH 7	X																	

Quick Links: Student Data, Student Scope, Print Schedule, Print Transcript, Delete All Courses, Copy Schedule From Another Student

Notice the Student Scope link on the right of the page under Quick Links. If you click on the Student Scope link you will get a page that pops up similar to the next figure.

A Quick Link to Student Scope may also be found on [Edit – Student Data](#) and [Grading – Entry – Edit Grades](#).

Mozilla Firefox
http://localhost:53212/StudentScope.aspx

Student ID: 569 **Name:** Adams, Carla **Grade:** 7 **Gender:** F **StateID:** 1234567890123 **Stu Email:** cadams@someisp.net

Contact: **Phone:** **Email:**

Student Progress Report Print

Term	Period	Course	Progress Term	Teacher
Sem1	1	BAND JH	Qtr1 Qtr2	D Schultz
Sem1	2	MATH 7	Qtr1 Qtr2	J Ashford
Sem1	3	SOCIAL 7	Qtr1 Qtr2	P Hughes
Sem1	4	SCIENCE 7	Qtr1 Qtr2	Q Neidermeier
Sem1	5	PE/HEALTH 7	Qtr1 Qtr2	M Kelsey
Sem1	7	ENGLISH 7	Qtr1 Qtr2	G Peterson
Sem2	1	BAND JH	Qtr3 Qtr4	D Schultz
Sem2	2	MATH 7	Qtr3 Qtr4	J Ashford
Sem2	3	SOCIAL 7	Qtr3 Qtr4	P Hughes
Sem2	4	SCIENCE 7	Qtr3 Qtr4	Q Neidermeier
Sem2	5	PE/HEALTH 7	Qtr3 Qtr4	M Kelsey
Sem2	7	ENGLISH 7	Qtr3 Qtr4	G Peterson

Schedules Print

Period	Course	Course#	Term	Days Met	Teacher	Room
1	BAND JH	567	Sem1 12---		D Schultz	BAND
2	MATH 7	573	Sem1 12---		J Ashford	ROOM 132
3	SOCIAL 7	570	Sem1 12---		P Hughes	ROOM 133
4	SCIENCE 7	571	Sem1 12---		Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem1 12---		M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem1 12---		G Peterson	ROOM 134
1	BAND JH	567	Sem2 12---		D Schultz	BAND
2	MATH 7	573	Sem2 12---		J Ashford	ROOM 132
3	SOCIAL 7	570	Sem2 12---		P Hughes	ROOM 133
4	SCIENCE 7	571	Sem2 12---		Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem2 12---		M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem2 12---		G Peterson	ROOM 134

Student Lunch Transactions Print

Family Lunch Balance = \$ -2.20

Deleted Date	User	Transaction	Purchase	Status	Amount	Balance
False	02/03/2015JMCADMIN	Transfer:			\$ 2.20	\$ 0.00
False	02/03/2015JMCADMIN	Student Lunch		P	\$ -2.20	\$ -2.20
False	07/10/2014JMCAD	Deposit			\$ 0.00	\$ 0.00

Period Attendance Print

Periods for Day	0	1	2	3	4	5	6	7
No absences or tardies for this student.								
	0	0	0	0	0	0	0	0

Reason Code Reason

0	No Note or Call
1	Sent to Office
2	Sick
3	Appt-Other
4	Doctor
5	Dental-Ortho
6	Overslept

Health Immunizations Print

Immunization	Date (Age)	Exemption Dosage	Administered at School
DTaP	10/1/2001 - (0Y 2M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	12/3/2001 - (0Y 4M)	Full	<input type="checkbox"/>
DTaP	2/4/2002 - (0Y 6M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/28/2002 - (1Y 3M)	Full	<input type="checkbox"/>
DTaP	9/19/2005 - (4Y 1M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/1/2001 -		

Discipline Print

To change the type of data viewed in any of the 6 panels in the Student Scope, simply click on the menu in the upper left corner of that panel and select a different data type.

Discipline - Data - Edit Student Records

This selection is used to enter and edit discipline records for students.

1. Select Discipline – Data – Edit Student Records. The page will appear similar to Figure 1.

Figure 1:
Edit
Student
Discipline
Records

Discipline Settings QuickLink on the right side of the page can be used to edit settings about this page. See Figure 2.

Figure 2:
Discipline
Settings page

2. To select the student whose discipline records you wish to edit, click in the drop down list labeled **Find** in the upper left corner of the page and select the student, OR you may simply type all or part of the student's name and the list will shorten to students that match what you have typed.
3. Edit, delete, or create new discipline records as needed.

To add a new record for this student, click **Add New**. The page will appear similar to Figure 3. Then enter the appropriate data and click **Update** to save the changes.

Figure 3:

Adding or Editing a Discipline Record for a Student

To edit an existing record, select the record from the **List of Discipline Records** list and click **Edit**. The page will appear similar to Figure 3. Then edit the appropriate data and click **Update** to save the changes.

Note: When *selecting a Problem Behavior or Action* you may either click in the drop down list and scroll to the desired option, OR you may type in all or part of the option and the list of items in the drop down list will shorten to match what you typed, as shown below in Figures 4 & 5.

Figure 4:

Click in the drop down list and scroll to the desired item

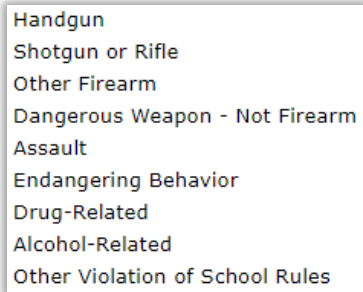
Figure 5:

Type part of the item name to see a shortened list that matches what you typed

To delete a record, select the record from the **List of Discipline Records** list and click **Delete**.

To select a Problem Behavior or Action, you may type in all or part of the action name in the drop down list, similar to how you might select a student on many pages.

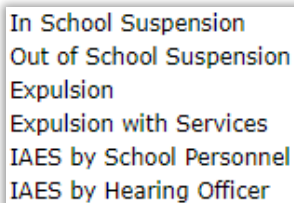
Note: The Problem Behavior drop down list will include a combination of predefined (listed in Table 1) and user-defined behaviors (defined at Discipline – Data – Edit Problem Behaviors).



Handgun
Shotgun or Rifle
Other Firearm
Dangerous Weapon - Not Firearm
Assault
Endangering Behavior
Drug-Related
Alcohol-Related
Other Violation of School Rules

Table 1:
Predefined Problem Behaviors
(State Reportable Offenses)

Note: The Action 1 & 2 drop down list will include a combination of predefined (listed in Table 2) and user-defined actions (defined at Discipline – Data – Edit Actions).



In School Suspension
Out of School Suspension
Expulsion
Expulsion with Services
IAES by School Personnel
IAES by Hearing Officer

Table 2:
Predefined Actions Taken (State
Reportable Actions)

Note: Not all fields on this page are included in WISEdata Discipline submissions. Fields that are included are:

- Discipline Incident
 - Incident Date
 - Incident Number
- Student Discipline Incident Association
 - Problem Behavior (only state reportable offenses)
 - Serious Bodily Injury
- Discipline Action
 - Action 1&2 (only state reportable actions)
 - Discipline Action Date 1&2
 - Removal Length 1&2
 - Actual Removal Length 1&2
 - Early Reinstatement Condition 1&2
 - Modified Term 1&2

Discipline - Data - Edit Problem Behaviors

Use this selection to edit the user-defined set of discipline problem behaviors used in student discipline records.

This option has been merged with a list of predefined Problem Behaviors.

1. Select Discipline – Data – Edit Problem Behaviors. The page will appear similar to Figure 6.

JMC WI Demo High School 2016-2017

[Print](#)

Predefined Problem Behaviors

Number	Name
0	Not Specified
3001	Handgun
3002	Shotgun or Rifle
3003	Other Firearm
3004	Dangerous Weapon - Not Firearm
3005	Assault
3006	Endangering Behavior
3007	Drug-Related
3008	Alcohol-Related
3009	Other Violation of School Rules

User Defined Problem Behaviors (formerly Violations)

	Number	Name
Edit	1	Disrespectful Behavior
Edit	2	Harassment
Edit	3	Damage to School Property
Edit	4	Bullying
Edit	5	Electronic Device Violation
Edit	6	Inappropriate Use of Vehicle
Edit	7	
Edit	8	
Edit	9	

Figure 6: Problem Behaviors page

2. Edit, delete, or create new records as needed in the user-defined section at the bottom of the page.

To edit a Problem Behavior name, click on the **Edit** link on the left side of the violation record. If this is to be a **new problem behavior**, click the **Edit** link for a row that does not currently contain a problem behavior. Type the new problem behavior name in the edit box and then click on the **Update** link for that row to save the changes.

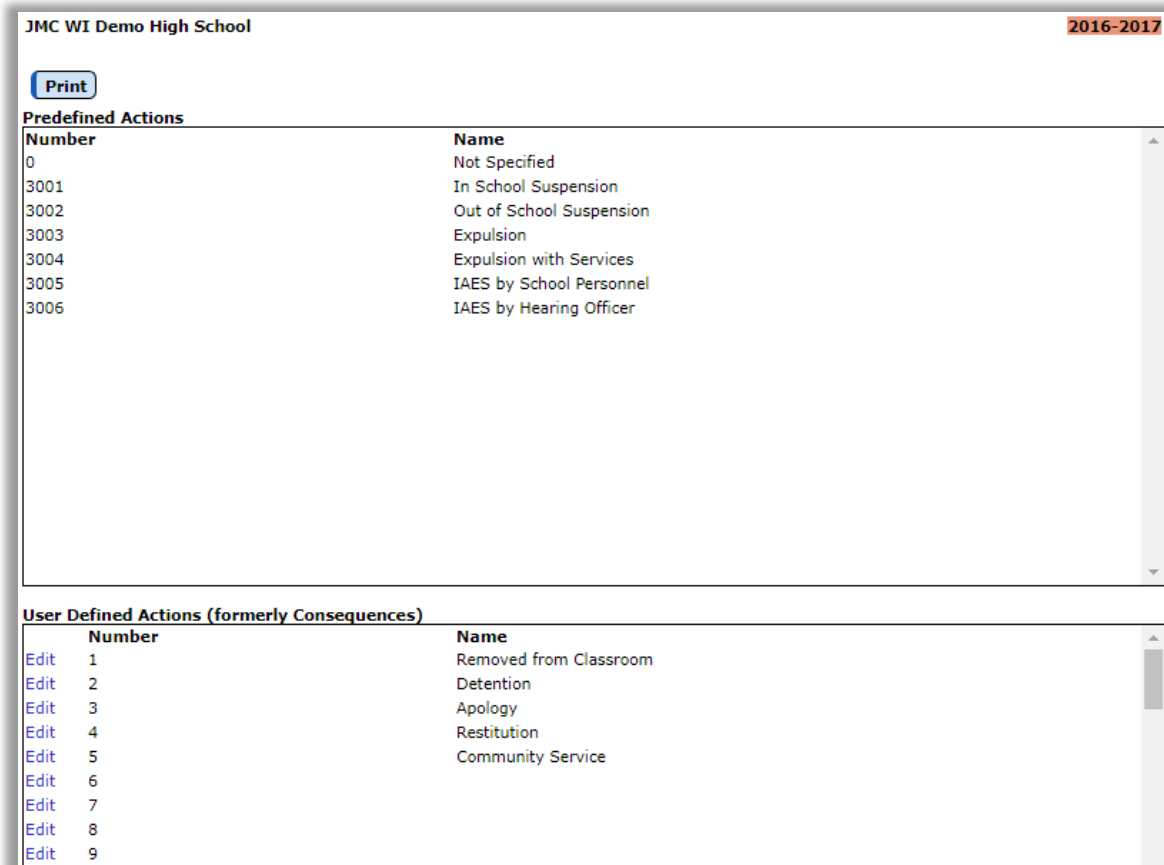
To print the entire list of problem behaviors, click **Print**.

Discipline - Data - Edit Actions

Use this selection to edit the user-defined list of discipline actions used in student discipline records.

This option has been merged with a list of predefined Actions.

1. Select Discipline – Data – Edit Actions. The page will appear similar to Figure 7.



JMC WI Demo High School 2016-2017

[Print](#)

Predefined Actions

Number	Name
0	Not Specified
3001	In School Suspension
3002	Out of School Suspension
3003	Expulsion
3004	Expulsion with Services
3005	IAES by School Personnel
3006	IAES by Hearing Officer

User Defined Actions (formerly Consequences)

	Number	Name
Edit	1	Removed from Classroom
Edit	2	Detention
Edit	3	Apology
Edit	4	Restitution
Edit	5	Community Service
Edit	6	
Edit	7	
Edit	8	
Edit	9	

Figure 7: Edit Actions page

2. Edit or create new records as needed.

To edit an action name, click on the **Edit** link on the left side of the action record. If this is to be a **new action**, click the **Edit** link for a row that does not currently contain an action. Type the new action name in the edit box and then click on the **Update** link for that row to save the changes.

To print the entire list of actions, click **Print**.

Discipline - Data – Merge Discipline Referrals

Use this selection to convert referrals that were sent from Online Teacher entries into actual discipline records that will appear on Discipline-Data-Edit Student Discipline Records and be used for Discipline module reports.

Referral records originate from JMC’s Online Teacher application as shown below.

Teacher Entry of Referral Record

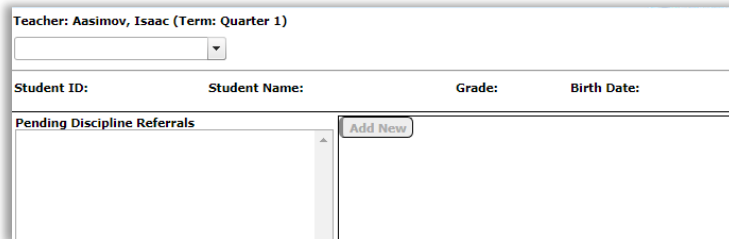
In Online Teacher, the teacher can create referral records that will be processed at a later time by office staff in JMC Next Gen Office Application.

The teacher would select Discipline-Discipline Referrals from Online Teacher. The page would appear similar to Figure 8.

Select a Student To select the student for the referral, click in the drop down list in the upper left corner of the page and select the student, OR you may simply type all or part of the student’s name and the list will shorten to students that match what you have typed.

Note: The drop down list might only contain only the students who are scheduled into courses with the teacher. The drop down list can include all students in the school if:

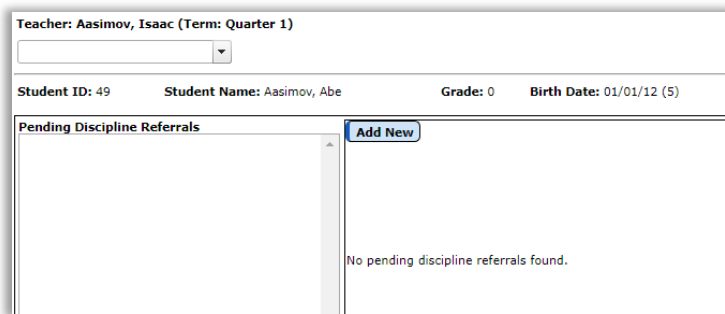
1. The option is enabled in the Office Application (File - Online Settings has checkbox to enable “All Students” option)
2. The “All Students” checkbox in the upper left corner of the Discipline-Discipline Referrals page is checked



Student ID:	Student Name:	Grade:	Birth Date:
Pending Discipline Referrals			

Figure 8:

Online Teacher page
Discipline-
Discipline Referrals



Student ID:	Student Name:	Grade:	Birth Date:
49	Aasimov, Abe	0	01/01/12 (5)

No pending discipline referrals found.

Figure 9:

Discipline Referral –
student has been
selected

Add New To add a new record the teacher clicks the Add New button. The page will appear similar to Figure 10.

Teacher: Aasimov, Isaac (Term: Quarter 1)

Student ID: 49 Student Name: Aasimov, Abe Grade: 0 Birth Date: 01/01/12 (5)

Pending Discipline Referrals

Send To Office Cancel

Date: 7/19/2017 Time: 16:12 Referred By: Aasimov, Isaac Problem Behavior: Not Specified

Location:

Action 1: Not Specified

Action 2: Not Specified

Comment:

Figure 10: Adding a new Discipline Referral in Online Teacher

The teacher may now specify the Problem Behavior. See Figure 11.

Teacher: Aasimov, Isaac (Term: Quarter 1)

Student ID: 49 Student Name: Aasimov, Abe Grade: 0 Birth Date: 01/01/12 (5)

Pending Discipline Referrals

Send To Office Cancel

Date: 7/19/2017 Time: 16:12 Referred By: Aasimov, Isaac Problem Behavior: Not Specified

Location:

Action 1: Not Specified

Action 2: Not Specified

Comment:

- Not Specified
- *Handgun
- *Shotgun or Rifle
- *Other Firearm
- *Dangerous Weapon - Not Firearm
- *Assault
- *Endangering Behavior
- *Drug-Related
- *Alcohol-Related
- *Other Violation of School Rules
- Disrespectful Behavior
- Harassment
- Damage to School Property
- Bullying
- Electronic Device Violation
- Inappropriate Use of Vehicle

Figure 11: Editing the Problem Behavior in a Discipline Referral Record

The teacher can then fill out additional information for the referral as in Figure 12.

Teacher: Aasimov, Isaac (Term: Quarter 1)

Student ID: 49 Student Name: Aasimov, Abe Grade: 0 Birth Date: 01/01/12 (5)

Pending Discipline Referrals

Send To Office Cancel

Date: 7/19/2017 Time: 16:12 Referred By: Aasimov, Isaac Problem Behavior: Disrespectful Behavior

Location: Room 222

Action 1: Removed from Classroom

Action 2: Not Specified

Comment: Abe told another student that they were "stupid" and also used several swear words.

Figure 12: Editing Other Info in a Discipline Referral Record

When the referral record is complete the teacher would click the **Send To Office** button. The page will then appear similar to Figure 13.

The screenshot shows a web application interface for a discipline referral record. At the top, it identifies the teacher as 'Aasimov, Isaac (Term: Quarter 1)'. Below this, student information is displayed: 'Student ID: 49', 'Student Name: Aasimov, Abe', 'Grade: 0', and 'Birth Date: 01/01/12 (5)'. The main section is titled 'Pending Discipline Referrals' and contains a table with one entry: '07/19/17 (Disrespectful Behavior)'. To the right of the table is a form for adding a new referral. The form includes fields for 'Date' (7/19/2017), 'Time' (16:12), 'Referred By' (Aasimov, Isaac), and 'Problem Behavior' (Disrespectful Behavior). It also has dropdown menus for 'Action 1' (set to 'Removed from Classroom') and 'Action 2' (set to 'Not Specified'). A 'Comment' field contains the text: 'Abe told another student that they were "stupid" and also used several swear words.' Buttons for 'Add New', 'Edit', and 'Delete' are visible at the top of the form area.

Figure 13: Discipline Referral Record is Updated and Ready for Office To Process

At this point the referral record will remain in the Pending Discipline Referrals list until processed by office staff, at which point it will disappear from this list.

Processing of Teacher Referral Records in Office

Users of JMC Next Gen Office Application will be notified of pending discipline referral records on the home page of the application. See Figure 14.

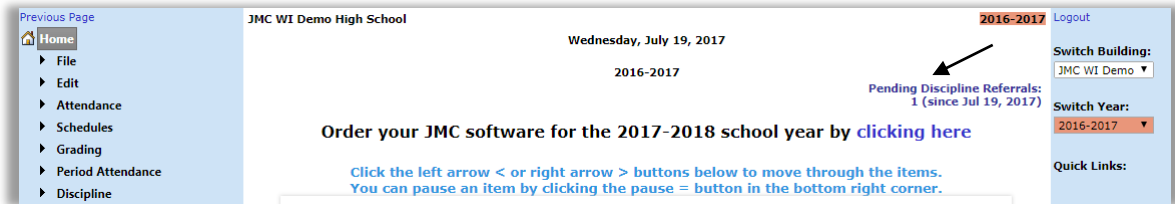


Figure 14: Pending Discipline Referral Record in Office Application

1. To process the pending discipline referral records you may either click on the link in the Next Gen home page or select Discipline – Data – Merge Discipline Referrals. The page will appear similar to Figure 15.

JMC WI Demo High School 2016-2017

Pending Discipline Records: Submitted: 7/19/2017 4:17:02 PM Pending Files: 1

Aasimov, Abe - 07/19/17 (Disrespectful Behavior)

View: Full View

Send Email
Email To: _____

Date: 7/19/2017
Time: 16:12

Behavior Incident Number: _____

Incident Reporter: Aasimov, Isaac

Incident Location: Not Specified

Incident Location Detail: Room 222

Problem Behavior: Disrespectful Behavior

Weapon Type: Not applicable

Action 1: Removed from Classroom

Action 2: Not Specified

Removal Length: _____

Removal Date: _____

Comment 1: Abe told another student that they were "stupid" and also used several swear words.

Comment 2: _____

Figure 15:
Processing a
Pending
Discipline
Referral
Record in
Office
Application

The record may then be either accepted or rejected by the office staff by using the buttons in the lower left corner of the page. There are also additional data elements that were not presented to the teacher when the referral record was created (e.g. Removal Length, Removal Date, etc.) that may be edited at the time the referral record is accepted into the office database.

Once a referral is accepted it will then appear in the students discipline records on Discipline – Data – Edit Student Records.

Also, once the referral is either accepted or rejected it will no longer appear in the teacher’s list of referrals in the Online Teacher application.

Discipline - Reports - Student

This report prints the discipline records for selected students.

1. Select Discipline – Reports – Student. The page will appear similar to Figure 16.

Sunnyville High School 2015-2016

Select:

By Sequential
 By Random
 By Grade
 By Advisor

Grade: From: 5 To: 12

All Dates

From: 6/16/2015 To: 7/16/2015

Print Comments

Email If Possible

Reply To Email: _____

All Days					
Student: Adams, Luke		StudentID: 1193		Grade: 6	BirthDate: 06/17/1997
Contact:		Phone:			
Date	Violation	Location	Reported By	Consequence1	Consequence2
07/10/2015	Harassment			In-School Suspension	Not Specified
07/10/2015	Disrespect			Parent Contact	Apology/Restitution
07/10/2015	Bullying			Time Out/Detention	Apology/Restitution
Student: Adams, Carla		StudentID: 569		Grade: 8	BirthDate: 07/28/2001
Contact:		Phone:			
Date	Violation	Location	Reported By	Consequence1	Consequence2
07/10/2015	Disrespect			Verbal Warning	Apology/Restitution

Figure 16: Specifying Criteria for a Student Discipline Report

2. Select the students for whom labels are to be printed by specifying By Sequential, By Random, By Grade, or By Advisor and then include any additional info (which student(s), which grade(s), which advisor(s), etc.).

Date Range To enter a specific date range for occurrences to be printed on the report, enter a beginning and end date in the **From** field and **To** field in the **Date** section of the screen.

Print Comments To print the comments with the students' discipline records check **Print Comments**.

Email if Possible This option may be used to email discipline student reports (where possible) instead of printing them.

Note: In order for reports to be emailed the students' primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data. If the primary contact has multiple email addresses then the form would be received at each email address.

Note: In order for reports to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix C.

The report prints one student per page.

Discipline - Reports - Discipline Query

This selection prints students with a specified number of discipline record occurrences for various selection criteria.

1. Select Discipline – Reports – Query. The page will appear similar to Figure 17.

JMC Demo School 2016-2017

Select students with: occurrences.

Problem Behaviors: All Selected:

Actions: All Selected:

Problem Behavior Dates: All Date Range: to

Show Details:
Detail options:
Sort Option 1:
Sort Option 2:
Sort Option 3:
 Include all records for selected student(s)

Discipline Query

Query Specifications:
Occurrences: >=2
Any Problem Behaviors
1st or 2nd Action; Any Actions
All Dates

Select student with >=2 Count all problem behaviors and selected actions within All actions fields Included:

StudentID: 64 Student: Freid, Jeff
Grade: 1 Severity: Major
Problem Behavior Date: 10/3/2016 Problem Behavior : Lying/cheating
Location: Bathroom/Restroom Action 1: Action Pending
Location Detail: Classroom 122 Action 2: Not Specified

Figure 17: Discipline Query

2. Select whether low numbers or high numbers of occurrences are to be identified.
 - If greater than or equal to some number, select >= in the pop-up menu.
 - If less than or equal to some number, select <= in the pop-up menu.
3. Enter the cut-off number of occurrences.
4. Select which violations are to count for the report.
 - If **All** is selected, the report will include all violations.

- To include only certain violations, click **Selected...** then use shift-click to select a range of violations, use the control-click to select random violations, and/or use click and drag to select a range of violations.
5. Select which consequences are to count for the report.
 - If **All** is selected, the report will include all consequences.
 - To include only certain consequences, click **Selected...** Then use shift-click to select a range of consequences, use the control-click to select random consequences, and/or use click and drag to select a range of consequences.
 6. Select which violation dates are to count for the report.
 - If **All** is selected, the report will include all dates.
 - To include only certain dates, click **Selected...** Then enter the start and end values for the date range.
 7. To make the details of the discipline records appear in the report, check **Show Details**.
 8. Select the appropriate sort option. Records may be sorted by student name, date (ascending or descending), grade, problem behavior, action, or reporter (referring person).
 9. To make the report display all records for the selected students, check **Include All Records for Selected Students**.
 - If this option is deselected, only the discipline records that fit the selection criteria will be displayed on the report.
 - If this option is selected, all records will be displayed in the report for students who are selected in the query.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the previewed report. This option is only enabled if the **Show Details** checkbox is checked.

Discipline - Reports - Discipline Summary

This selection prints a summary of student problem behaviors and actions taken. The report options allow for breakdowns by actions, problem behaviors, staff, student, grade, location, day of week, and time of day. The report can be for all records or for just records within a specified date range. The report will include a bar graph.

1. Select Discipline – Reports – Discipline Summary. The page will appear similar to Figure 18.


A screenshot of a web application interface for generating a Discipline Summary report. At the top left, there is a 'Report:' dropdown menu. Below it are two radio buttons: 'All' (selected) and 'Date Range:'. The 'Date Range:' section includes two date pickers separated by a 'to' label. At the bottom left of the form area are two buttons: 'Preview' and 'Print'. The main content area below the form is currently empty.

Figure 18:

Discipline
Summary
report

2. Select the report option from the Report drop down list. Options are displayed in Figure 17.

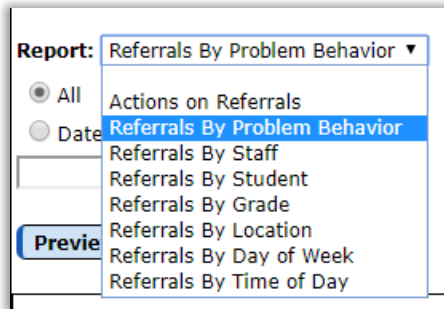
A screenshot showing the 'Report:' dropdown menu expanded. The menu lists several options: 'Referrals By Problem Behavior' (highlighted in blue), 'Actions on Referrals', 'Referrals By Staff', 'Referrals By Student', 'Referrals By Grade', 'Referrals By Location', 'Referrals By Day of Week', and 'Referrals By Time of Day'. The 'All' radio button is selected, and the 'Date Range' section is visible but not active. A 'Preview' button is also visible at the bottom left of the dropdown area.

Figure 19:

Report Drop Down
List for Discipline
Summary Report

3. Select All or Date Range.
 - If **All** is selected, the report will include all discipline records for the school year.
 - If **Date Range** is selected, the report will include only discipline records for the school year for the specified date range.

Click **Preview** to preview the report. A sample report for Referrals by Problem Behavior is displayed in Figure 20.

Click **Print** to print the previewed report.

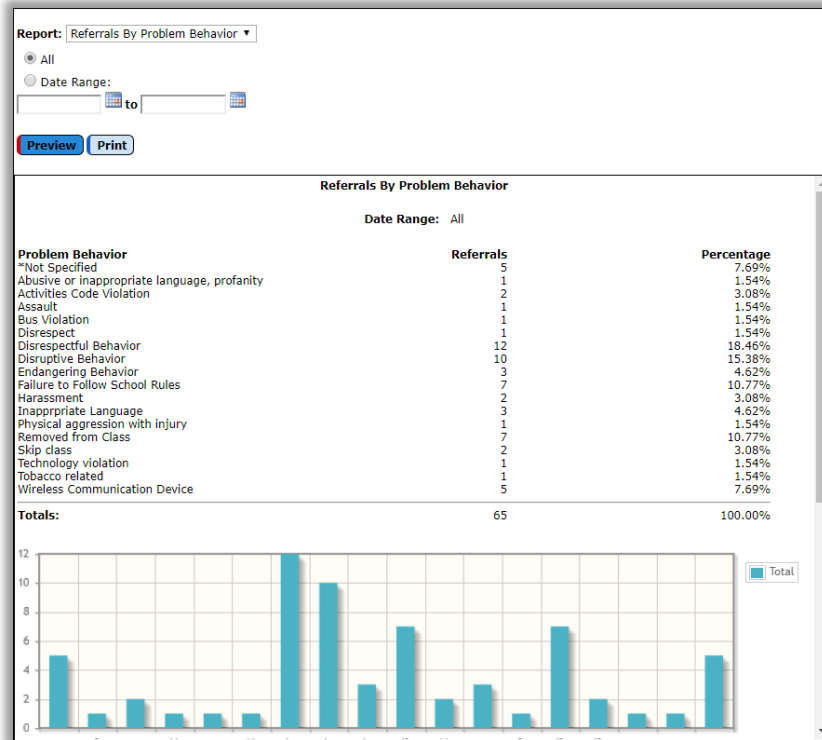


Figure 20:
 Sample
 Discipline
 Summary
 Report

Appendix A

Custom Attendance Form Letters Overview

A custom attendance form letter may be created in the JMC Forms Generator application. This form will be used in conjunction with student attendance, discipline, and demographic data to send notices for students who have attendance issues that are to be communicated with their parents.

It is common for a school to request help from JMC in designing and configuring attendance form letters. To do so, please contact JMC technical support at 800-524-8182 or support@jmcinc.com and a representative will be assigned to help you. The best times to work on projects like this are prior to August 1 or after October 1. However, you can be assured that JMC is willing to help you with your custom attendance form letters whenever you contact us.

JMC Instructional Videos for working with custom forms may be found at the following links:

http://jmcinc.com/resources/view/form_designer_intro

http://jmcinc.com/resources/view/period_attendance_form_letters

The relationship between a custom form and student discipline records is configured when printing the custom form using Attendance – Reports – Form Letter. Typically, the form configuration will be used to govern the conditions for a form to be generated and whether the student has already received the notification of the attendance violation, such as exceeding 10 absences for the semester.

In the JMC Discipline module, one violation and one consequence per threshold (e.g. 5, 8, or 10 absences) must be defined and these will be associated with the attendance form letter. Also, discipline records can be automatically created for students who receive a attendance form letter as a result of an attendance violation. The existence of such a record will keep the student from receiving more than one letter for the same violation; however, different thresholds of attendance violation may be defined, (5 days/instances, 8 days/instances, etc.). Once each new threshold is encountered an additional form letter and discipline record will be generated. When defining multiple thresholds per term it will be necessary to create multiple forms, one for each term and threshold combination. For this example, a total of 6 custom forms would be needed, 3 for each semester.

Additional consequences may be assigned to the student by the school official in the Discipline module as well, such as detentions or suspensions if needed.

Once a custom attendance form letter has been created in the Forms Editor application, these forms may be utilized with Attendance – Reports – Form Letters. It is on Attendance – Reports – Form Letters where the form is linked to specific discipline violations and consequences and also where attendance violations may be ascertained and documented.

Sample Custom Form Letter

An attendance form letter will typically consist of some header information (school name, date, attendance administrator name), a greeting (student and/or parent name), a message describing the attendance violation and policies, details about the student's attendance, and other messages as deemed appropriate by the school district. Figure A1 shows an example of one such letter that has many of the simpler items already included in the design.

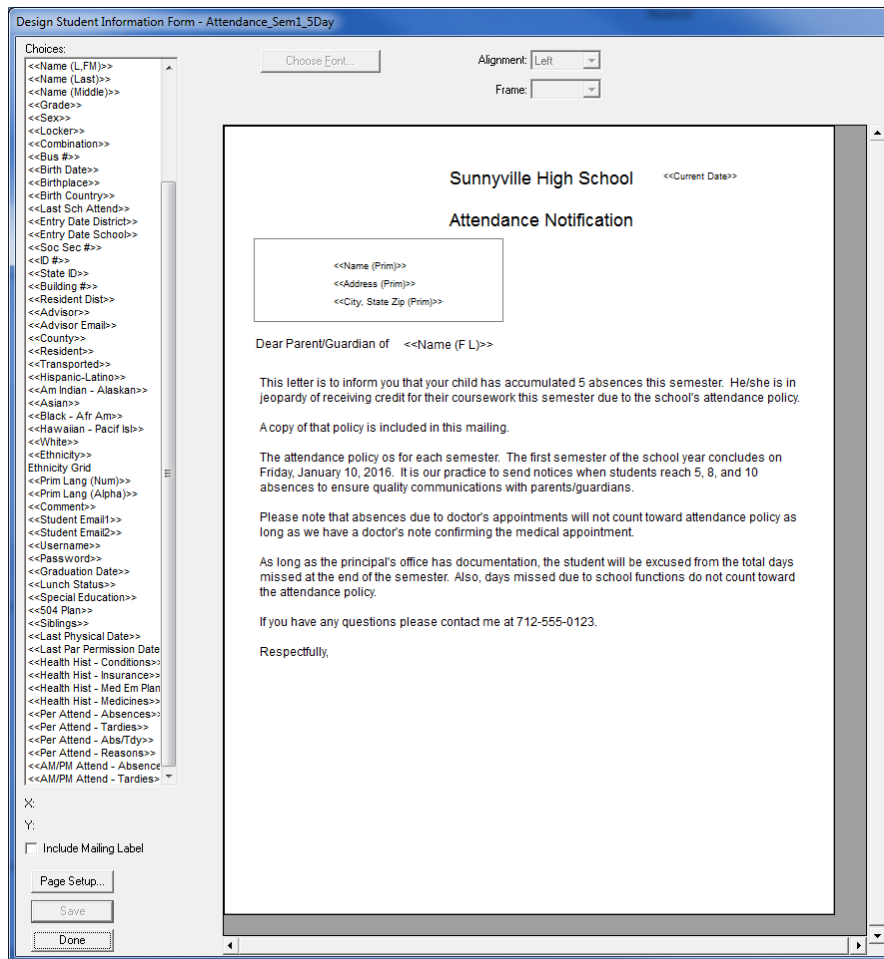


Figure A1
Partially
designed
custom
Attendance
Form Letter

Some of the items included thus far are simple data lookup items such as a name or date field. In the Form Designer software these items will be displayed like **<<Current Date>>** or **<<Name (F L)>>**; however, when these forms are later used in the JMC Next Gen Office Application by selecting Attendance – Reports – Form Letters these lookup items will be replaced by the actual current date and student' first and last name.

Next the item **<<AM/PM Attend – Absences>>** is dragged to the form, at which time a dialog similar to Figure A2 will appear on your screen.

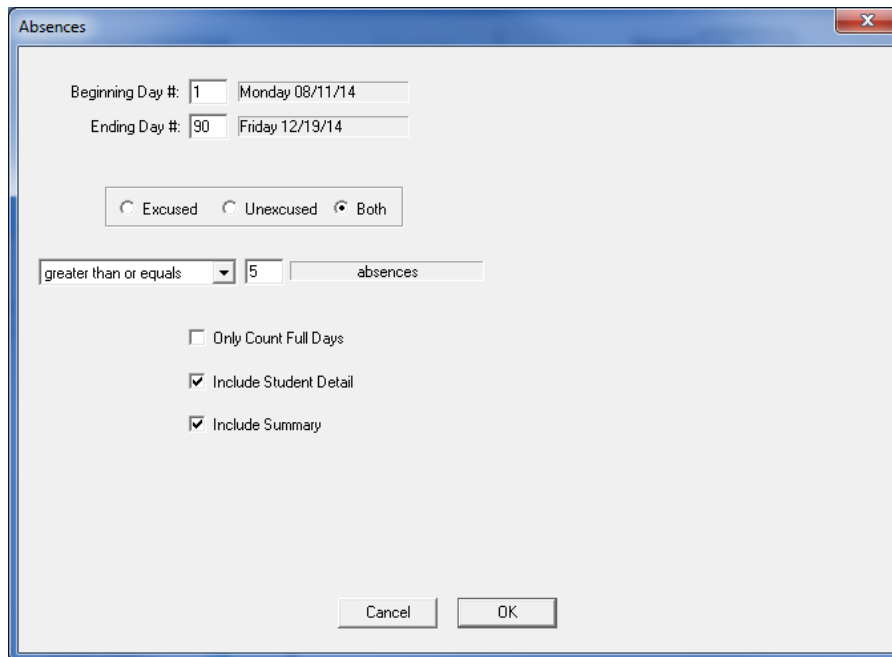


Figure A2
Period
Attendance –
Absences
item
configuration
screen

This screen should look familiar to those who have used JMC Attendance reports in the past as this is essentially the same criteria as used by Attendance – Reports – Absent / Tardy Check.

Beginning / Ending Day These would likely be set to the start and end days for a term, such as the first and last day of semester 1. In this case the days should be set to start on day 1 and end on day 90 (approximately – varies by district). You may find that you will “clone” this form and in copies for semester 2 you would specify days 91 and 180 as the beginning and ending days.

Excused / Unexcused / Both This refers to how the attendance data was designated in the office as excused or unexcused and which of these designations are to be included when determining if the student has encountered an attendance threshold.

Greater Than or Equals / Less Than or Equals / Equals For this example this option would likely be set to **Equals**; however you may select the option that best fits your needs.

Threshold (number) In Figure A2 there is a number “5” displayed to the right of the menu that is currently set to the “equals” option. This number is the threshold. For this example the number would be set to 5. You may find that you will “clone” this form and in the other copies you would set this value to 8 or 10 or whatever number is appropriate for the form you are generating.

Only Count Full Days This option will only use full days of absence when checking for thresholds of attendance.

Include Student Detail If this item is checked then a detailed list of the student’s attendance will be included on the form letter when printed. This will include a row for every day where at least one absence or tardy was recorded.

Include Summary If this item is checked then a summary of the student’s attendance will be included in the form letter when it is printed.

Once you have specified the settings for this attendance item, click OK and the screen will appear similar to Figure A3.

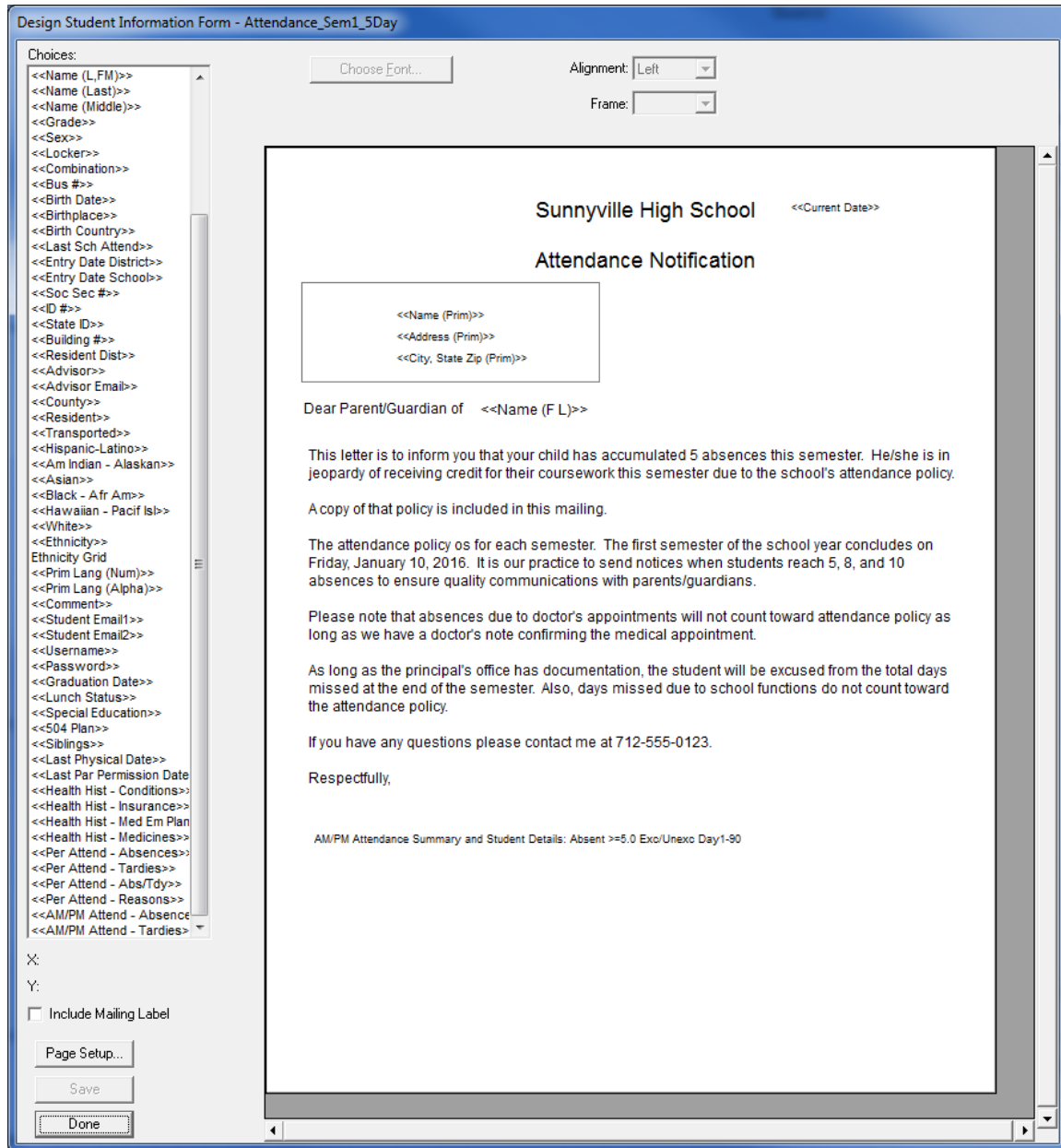


Figure A3: Custom Form with Attendance Data Item Included

Once you have added the Attendance Data Item to the form it essentially becomes a 2-page form. For this reason the attendance item should be added at the bottom of the form with the understanding that some attendance information will spill over to the second page. For a sample of how this form actually appears when printed please refer to Figures A7 & A8.

Combining the Custom Form with Discipline Violations/Consequences

The custom form is just one link in the chain for the attendance notification letters. Keep in mind that there may be several forms designed that will look very similar but will have different ranges of days (terms) and thresholds (number of absences).

When printing the attendance form letters you will have the option of selecting a form and combining it with the appropriate discipline violation and consequence. Each custom form that you plan to use (semester 1/2, thresholds 5/8/10 for example) must be configured in combination with the appropriate discipline violation and consequence. See Figure A4 for examples of these combinations.

#	Form	Description	Violation	Consequence
1	AttendFormLetter_Sem1_5	Attendance Notification - Sem1 - 5 Days	Attendance Violation	5 Absence Letter Sent
2	AttendFormLetter_Sem1_8	Attendance Notification - Sem1 - 8 Days	Attendance Violation	8 Absence Letter Sent
3	AttendFormLetter_Sem1_10	Attendance Notification - Sem1 - 10 Days	Attendance Violation	10 Absence Letter Sent
4	AttendFormLetter_Sem2_5	Attendance Notification - Sem2 - 5 Days	Attendance Violation	5 Absence Letter Sent
5	AttendFormLetter_Sem2_8	Attendance Notification - Sem2 - 8 Days	Attendance Violation	8 Absence Letter Sent
6	AttendFormLetter_Sem2_10	Attendance Notification - Sem2 - 10 Days	Attendance Violation	10 Absence Letter Sent

Select Form: Attendance Notification - Sem1 - 5 Days

Figure A4

Sample Period
Attendance
Custom Form
Configurations

Only one violation would need to be defined at Discipline – Data – Edit Violations. See Figure A5.

ID	Description	Action
37	Phone Violation	
38	Terroristic Threats	
39	Unexcused Absence	
40	Attendance Violation	
41		
42		

Figure A5

Defining the
Attendance
Violation

One consequence per threshold would need to be defined at Discipline – Data – Edit Consequences. See Figure A6.

ID	Description	Action
20	Suspension-2 Days	
21	Suspension-3 Days	
22	Suspension-4 Days	
23	Suspension-5 Days	
24	Removal from Class	
25	Parent Call Attempted	
26	5 Absence Letter Sent	
27	8 Absence Letter Sent	
28	10 Absence Letter Sent	
29		
30		
31		

Figure A6

Defining the
Attendance
Violation
Consequences

See Figures A7 and A8 for sample printouts of how the custom attendance form letter would appear when printed.



Figure A7 – Page 1

Sunnyville High School		2015-2016	
Student: Asimov, Aaron	Student #: 155	Grade: 9	Advisor:
Attendance Summary: Absent Excl/Unexc Day 1 - 2015-08-24 through Day 90 -			
AM	PM	Tot	Days
5	5	10	5
Attendance Detail			
AM	PM	Day	Date
AE	AE	1	Mon 08/24/15
AE	AE	2	Tue 08/25/15
AE	AE	3	Wed 08/26/15
AE	AE	4	Thu 08/27/15
AE	AE	5	Fri 08/28/15

Figure A8 – Page 2

Once the attendance form letters are generated as a PDF file you can review and print them as you see fit. If you attempted to email where possible then those letters that were successfully emailed will not show up in the PDF file.

Create Corresponding Discipline Records Most likely you will want to perform this action right away so that the appropriate discipline records are created at this time. Once you click this button at the bottom of the page Attendance – Reports – Form Letters you will see a summary of the discipline records that were created. You may choose to print this summary if desired.

Appendix B

Creating the Custom Form

1. To create a custom attendance form letter, select Design Student Information Form from the Design Forms menu of the JMC Form Editor application. The screen will appear similar to Figure B1.

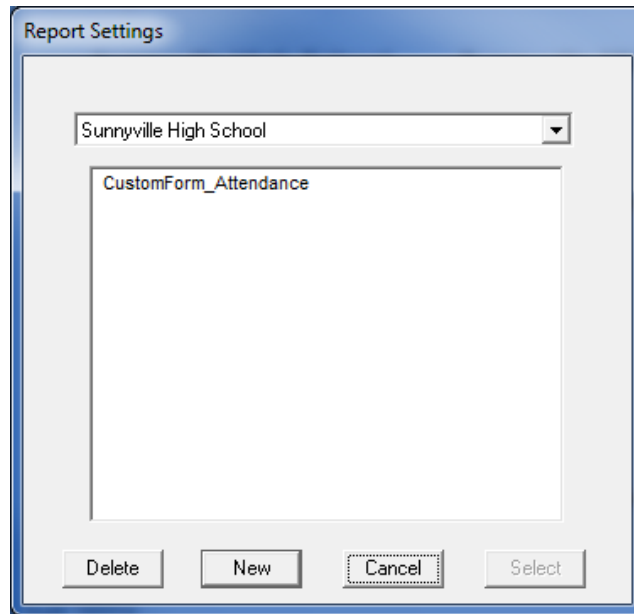


Figure B1

Design Student
Information
Form – List of
Available Forms

- Delete** To delete a custom form file from the list, click on the form name in the list and then click **Delete**.
- New** To create a new custom form, click **New**. The Design Student Information Form screen will then appear with only the default settings.
- Cancel** To cancel this operation and return to the main screen of the JMC Form Designer application, click **Cancel**.
- Select** To select an existing custom form, click on the form name in the list and then click **Select**. The same result may be achieved by double-clicking the filename.
2. The Design Student Information Form screen will appear similar to Figure B2. The particular settings for this screen will depend upon the action taken at step 1.

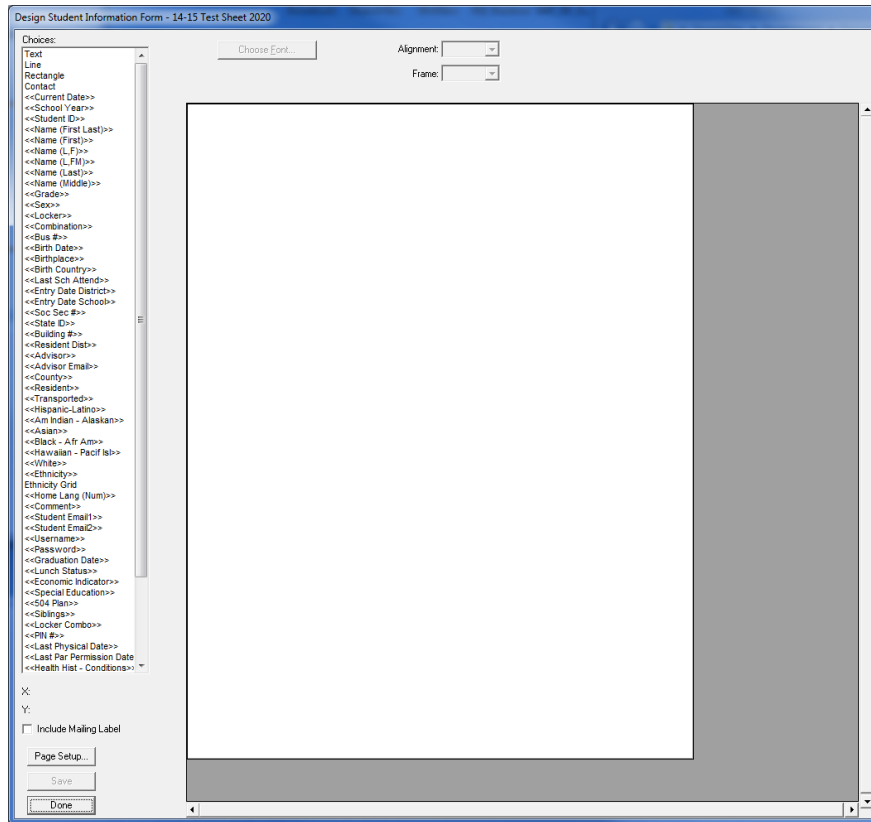


Figure B2
Designing a Custom Period Attendance Form Letter

Note: The Design Student Information Form screen may be resized (made larger) by grabbing the handle in the lower right corner of the window and dragging until the screen is the desired size.

Editing the Custom Form

Adding Items from Choices List Items in the list of **Choices** may be dragged onto the report card. Once on the report card, these items may be resized, relocated, and edited.

Selecting an Item An item on a report card may be selected by clicking on it.

Selecting Multiple Items Multiple items may be selected in the report card window by either clicking and dragging over the items or by holding down the shift key while clicking on items. If multiple items are selected and you wish to *deselect* one or more of those items, hold down the shift key and click on the items you wish to deselect.

Selecting All Items All items in a report card may be selected simultaneously by pressing Ctrl-A on the keyboard.

Relocating an Item Any item on the screen may be *relocated* by simply dragging it to a new location. Additionally, the currently selected item(s) in the report card may be *relocated* by using the arrow keys on the keyboard (see Figure B3). Each time an arrow key is pressed the selected item(s) will move one pixel in the appropriate direction. Items

may be *aligned* with other items by noting the horizontal and/or vertical position of the selected item in the lower left corner of the design screen and shifting/relocating the item to match coordinates with the other items.



Figure B3

Arrow keys on keyboard

Aligning Multiple Items The currently selected item(s) in the report card may be *aligned* by pressing Ctrl-arrow on the keyboard, where the arrow pressed would be one of the four directional arrows on the keyboard (see Figure 20). The alignment achieved will vary depending on the direction of the arrow and the items selected.

Resizing an Item The currently selected item(s) in the report card may be *resized* by dragging on the lower right corner of the item until it is the desired size.

Making an Item Fit the Text The currently selected item(s) in the report card may be resized to fit the text within them by pressing Ctrl-F on the keyboard.

Deleting an Item The currently selected item(s) in the report card may be *deleted* by pressing the **Backspace** key on the keyboard.

Editing an Item – Text Formatting The currently selected item(s) in the report card may be edited with regard to **Font, Size, Alignment, Style, and Frame**. To edit the **Font, Style, or Size** you must click on **Choose Font...** and then a screen similar to Figure B4 will appear.

Note: **Available fonts will vary from computer to computer.** If a report card settings file is to be shared by more than one user, then care should be taken to ensure that all users have the necessary fonts installed on their computers.

Note: **Default Fonts.** For Windows computers the default font is Arial.

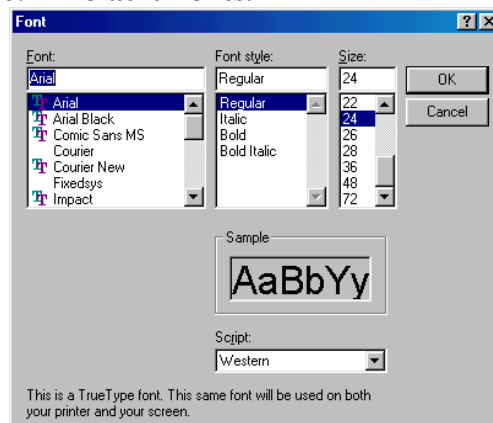


Figure B4

Choose Font screen

Keyboard Shortcuts and Mouse Options for Editing Report Card Designs

Double-click to edit text in a text box

Drag-select for selecting multiple items

Shift-click select for selecting and deselecting multiple items

Drag-resize by grabbing lower-right corner handle and dragging

Drag item to relocate

Ctrl-F to make the rectangle of an item fit the text it contains

Alt-click to force one item behind another (if overlap)

Ctrl-D to duplicate selected item(s) below the originals items (increment curricular or attendance items)

Shift-Ctrl-D to duplicate selected item(s) to the right (increment curricular or attendance items)

Ctrl-A to select all items in the report card

Ctrl-arrow to align the selected items (Ctrl-right arrow is align right, Ctrl-up arrow is align top, etc.)

Backspace key to delete selected item(s)

Items from the Choices List

Free-form Drawing Items

Text The **Text** item is a text box that allows the user to enter any text they choose. Examples of text boxes in Figure A2 include the school name (Sunnyville High School), the report card title (Student Attendance Notification), and the greeting (Dear Parent/Guardian of). Once a **Text** item is placed on the form, the user may double click on the text in the box to edit it. Text in a **Text** item will appear the same on all report cards when printed.

Line The **Line** item used to create lines on the form, such as a border between the header and the body of the form.

Rectangle The **Rectangle** item is used to create rectangles on the form.

School Demographic Data Items

School demographic data items are specific to the date and time for which the form(s) will be printed. The following school demographic data items may be included on a custom form:

<<**Current Date**>> The current date

<<**School Year**>> The current school year, formatted YYYY-YYYY

Student Demographic Data Items

Student demographic data items are specific to the students for whom the custom form(s) will be printed. For example, if custom forms are to be printed for all students in the 1st Grade and the <<**Name (L,F)**>> item is contained in the custom

form design, then the names of the appropriate 1st Grade students will be listed on each custom form that is printed. On the Design Student Information Form screen, however, the item will appear generically as <<Name (L,F)>>. The following student demographic items may be included on a custom form:

<<Student ID>>	Student ID
<<Name (First Last)>>	First and Last Name
<<Name (First)>>	First Name
<<Name (L,F)>>	Last Name, First Name
<<Name (L,FM)>>	Last Name, First Name and Middle Name
<<Name (Last)>>	Last Name
<<Name (Middle)>>	Middle Name
<<Grade>>	Grade Level
<<Sex>>	Sex (gender)
<<Locker>>	Locker Number
<<Combination>>	Locker Combination
<<Bus #>>	Bus Number
<<Birth Date>>	Birth Date
<<Birthplace>>	Birthplace
<<Birth Country>>	Birth Country
<<Last Sch Attend>>	Last School Attended
<<Entry Date District>>	Entry Date into the District
<<Entry Date School>>	Entry Date into the School
<<Soc Sec #>>	Social Security Number
<<ID #>>	ID Number
<<State ID>>	State ID
<<Building #>>	Building Number
<<Resident Dist>>	Resident District Number
<<Advisor>>	Advisor (teacher)
<<Advisor Email>>	Advisor (teacher) Email Address
<<County>>	County (Student Data General Tab)
<<Resident>>	Resident (Student Data General Tab)
<<Transported>>	Transported (Student Data General Tab)
<<Hispanic-Latino>>	Hispanic-Latino (Student Data Race-Ethnicity Tab)
<<Am Indian-Alaskan>>	Am Indian-Alaskan (Student Data Race-Ethnicity Tab)
<<Asian>>	Asian (Student Data Race-Ethnicity Tab)
<<Black – Afr Am>>	Black–African Am (Student Data Race-Ethnicity Tab)
<<Hawaiian-Pacif Isl>>	Hawaiian-Pacific Isl (Student Data Race-Ethnicity Tab)
<<White>>	White (Student Data Race-Ethnicity Tab)
<<Ethnicity>>	Legacy Race Code (Student Data Race-Ethnicity Tab)
Ethnicity Grid	Grid showing what the legacy race-ethnicity codes mean
<<Home Lang (Num)>>	Home Language Code (Student Data Entry Tab)
<<Student Email 1>>	Student Email 1(Student Data General Tab)
<<Student Email 2>>	Student Email 2(Student Data General Tab)
<<Username>>	Username (Student Data General Tab)
<<Password>>	Password (Student Data General Tab)
<<Graduation Date>>	Graduation Date (Student Data General Tab)

<<Lunch Status>>	Lunch Status (Student Sensitive Data)
<<Economic Indicator>>	Economic Indicator (Student Data MARSS Tab)
<<Special Education>>	Special Education (Student Data Spec Ed Tab)
<<504 Plan>>	504 Plan (Student Data Spec Ed Tab)
<<Siblings>>	Siblings – other students with same primary contact

More Complex Custom Form Items

Many items that may be included on a custom form are more complicated and may involve some calculations or configurations of data from within your JMC database or may contain a list of data items from the student's JMC data. Therefore when some of these items are dragged onto the form there may be extra things to consider in addition to their location on the form.

Some of these items will simply need to be resized so that enough space is provided for a list of multiple rows of data to be displayed. One example of such an item is Health History Conditions since the student may have more than one such record,

Other more complicated items may require you to provide some configuration information. One such example is AM/PM Attend-Absences as there are several settings that need to be specified for this data item.

Here is a list of some of the more complex data items that can be included on a JMC custom form:

Student Health Data Items

<<Last Physical Date>>	Physical Exam Date – Health History
<<Last Par Permission Date>>	Parent Permission Date – Health History
<<Health Hist-Conditions>>	Conditions – Health History
<<Health Hist-Insurance>>	Insurance – Health History
<<Health Hist-Med Em Plan>>	Medical Emergency Plan – Health History
<<Health Hist-Medicines>>	Medicines – Health History

Period Attendance Data Items

<<Per Attend-Absences>>	Absences – Period Attendance
<<Per Attend-Tardies>>	Tardies – Period Attendance
<<Per Attend-Abs/Tdy>>	Absences/Tardies – Period Attendance
<<Per Attend-Reasons>>	Reasons Grid – Period Attendance

Attendance Data Items

<<AM/PM Attend-Absences>>	Absences – Attendance
<< AM/PM Attend-Tardies>>	Tardies – Attendance

Appendix C

Email Setup – Admin Options

In order to reports to be successfully emailed, the SMTP server settings must be configured by selecting File – Administrator Options and entering the SMTP server address and other appropriate settings. If you have any questions about how to configure JMC Next Gen for sending email please contact JMC technical support at 800-524-8182.

Note: Once you have configured the email settings correctly you would not have to change them again unless something changes with your email server, internet service provider...

Note: The configuration for sending email from JMC Next Gen must be done for each building.

Sunnyville High School

Day: 177 - 05/21/2015 - Thursday

Security:

Allow users to save passwords at login time

School Settings:

Number of periods in a day: 7

Days in Cycle: 2

Day Labels:

1. 1

2. 2

Sort schedules by:

Semester

Trimester

Quarter

Sending Email:

SMTP server: smtp.onlinejmc.com:25

Send From
Email
Address:

SMTP server requires secure connection (SSL)

SMTP server requires authentication

Account ID: sunnyville@onlinejmc.com

Password: password

Student Photos:

[Import Student Photo Linking File](#)

Set Usernames and Passwords:

[Set random student and parent passwords](#)

Phone Settings:

[Phone Dialer Settings](#)

[Initialize Contact Phone Numbers](#)

[Update](#)

Figure C1:

Configuring
JMC Next Gen
for
emailing reports
on
Administrator
Options page

Appendix D

How to Implement Wisconsin DPI's Discipline Use Cases In JMC Discipline

The following Use Cases are from DPI's documentation. For more information about Wisconsin's WISEdata Discipline data collection please refer to the following link:
<https://dpi.wi.gov/wisedata/discipline>

For updated use cases from DPI please refer to the following link:
<https://dpi.wi.gov/wisedata/help/discipline/faq>

General Comments from DPI regarding which discipline records are to be submitted via WISEdata Discipline

Recall that only a subset of discipline incident, discipline type, and behavior information should be submitted to DPI:

1. All expulsions regardless of duration should be submitted.
2. In-school suspensions and interim alternative setting placements (IAES setting disciplines should be submitted only for IDEA eligible students. These students must have an active student special education program association (sSEPA) which includes the discipline date.
3. Suspensions (in and out of school) and IAES removals should be submitted only when the student is removed for at least ½ of the regular school day.

Please note, the reporting requirements of districts are the same regardless of whether the grade in which the student is enrolled is compulsory or non-compulsory (such as K4 and PK). This is true even in cases such as attendance and suspensions.

Section 1.0 One student, one discipline action

DPI Use Case 1.1: One student + one discipline action

DPI Note: This is the most common scenario for discipline. One student is the perpetrator in an incident. For this student only one discipline action occurs which must be submitted to WISEdata.

DPI What to Submit:

Via the API, the following should be submitted

- One discipline incident resource,
- One student discipline incident association, and
- One discipline action

In JMC:

Incident Date:	6/1/2017
Incident Time:	11:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom
Incident Location Detail:	Room 222
Problem Behavior:	*Assault
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable
Action 1:	^In-School Suspension
Discipline Action Date:	6/1/2017
Removal Length:	0.5
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0.5
Modified Term:	Firearms Incident Type and not modified OR not a firearms Incident Type
Action 2:	Not Specified
Discipline Action Date:	
Removal Length:	0
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0
Modified Term:	Not Specified
Comment 1:	
Comment 2:	

DPI Use Case 1.2: Incident at end of school year with expulsion in the next school year

DPI Note: Expulsions are the only discipline actions which may occur in a school year later than the incident. For an incident near the end of the school year that school board may not meet until after the end of the school year or the student may be suspended for the remaining days of the year. In these cases the expulsion discipline date is in the next school year. As there are no days removed for the expulsion in the year of the incident, discipline length is zero. Actual discipline action length should be greater than zero, identifying the total number of school days for this student from the expulsion start date to end date.

DPI What to Submit:

The API is school year based. Submit the incident, association, and action resources in the same school year as the incident.

Note - Even though the expulsion begins in the next school year, no resources for the incident, association, or action are submitted in next school year

In JMC:

Incident Date:	6/1/2017
Incident Time:	11:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom
Incident Location Detail:	Room 222
Problem Behavior:	*Assault
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable
Action 1:	^In-School Suspension
Discipline Action Date:	6/1/2017
Removal Length:	0.5
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0.5
Modified Term:	Firearms Incident Type and not modified OR not a firearms Incident Type
Action 2:	*Expulsion
Discipline Action Date:	9/1/2017
Removal Length:	0
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	10
Modified Term:	Not Specified
Comment 1:	
Comment 2:	

Section 2.0 One student and multiple incidents

DPI Use Case 2.1: One student + multiple incidents on a single day

DPI Note: As a suspension or IAES removal must be at least ½ of the student’s day and an expulsion requires a school board hearing, meeting the requirements for two incidents to be reported on the same is very unlikely. In most cases only one incident is submitted. For example, incident A occurs for an IDEA-eligible student who is removed from the classroom for more than ½ their regular day by in-school suspension. For the same student a second Incident (B) occurs later in the day for which the student receives an out of school suspension for the remainder of that day and the next school day.

DPI What to Submit:

Incident A

- One discipline incident resource
- One student discipline incident association and
- One discipline action resource should be submitted with in-school suspension with length as .5 day

Incident B

- One discipline incident resource
- One student discipline incident association and
- One Discipline action resource with Out-of-school suspension with 1.5 length should be submitted

In JMC:

The screenshot shows the 'Add New' form for Incident A. The incident date is 5/1/2017, time is 10:13, and the number is 102. The reporter is Isaac Asimov, and the location is Classroom, Room 222. The problem behavior is 'Endangering Behavior'. The action is 'In School Suspension' with a removal length of 0.5 days. The form includes fields for 'Discipline Action Date', 'Removal Length', 'Early Reinstatement Condition', and 'Modified Term'.

The screenshot shows the 'Add New' form for Incident B. The incident date is 5/1/2017, time is 14:01, and the number is 103. The location is 'Not Specified' and the problem behavior is 'Assault'. The action is 'Out of School Suspension' with a removal length of 1.5 days. The form includes fields for 'Discipline Action Date', 'Removal Length', 'Early Reinstatement Condition', and 'Modified Term'.

DPI Use Case 2.2: One student + multiple incidents on a single day, but only one counts

DPI Note: Consider the example where incident A occurs for an IDEA-eligible student who is removed from the classroom for 1 period in the morning. This is an in-school suspension with less than ½ day discipline length. For the same student a second Incident (B) occurs later in the morning. The student receives an out of school suspension for the rest of the day.

DPI What to Submit:

Incident A - NO information should be sent about incident A or the in-school suspension

Incident B

- One discipline incident resource and
- one student discipline incident association should be submitted for incident B.
- The out-of-school suspension with 0.5 length should be submitted as a discipline action.

In JMC:

Incident 1: You may record Incident 1 normally in your JMC Discipline module. The fact that the removal was for less than .5 days will prevent it from being included in WISEdata discipline.

Incident 2: You may record Incident 2 normally in your JMC Discipline module. The fact that the removal was for at least .5 days will allow it to be included in WISEdata discipline.

Section 3.0 One student multiple discipline actions

DPI Use Case 3.1: One student + one suspension + one expulsion

DPI Note: Often, an expulsion is preceded by an out-of-school suspension for the days the student is removed while awaiting the expulsion hearing. Both discipline actions must be associated with a single discipline incident. Consecutive removals (discipline actions) must not be combined.

DPI What to Submit:

Via API the following should be submitted

- One discipline Incident resource
- One student discipline incident association resource
- One Discipline Action with out of-school suspension
- One Discipline Action with expulsion

In JMC:

Incident Date:	5/1/2017
Incident Time:	11:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom
Incident Location Detail:	Room 222
Problem Behavior:	*Assault
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable
Action 1:	*Out of School Suspension
Discipline Action Date:	5/1/2017
Removal Length:	2.5
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	2.5
Modified Term:	Not Specified
Action 2:	*Expulsion
Discipline Action Date:	5/4/2017
Removal Length:	10
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	10
Modified Term:	Not Specified
Comment 1:	
Comment 2:	

Final version of this record. Earlier version would not have included the expulsion.

DPI Use Case 3.2: One student + multiple discipline actions which overlap in one day

DPI Note: Days of removal may be reported only once. If a student is removed simultaneously for two actions or two incidents, discipline length as reported to DPI must be truncated, as necessary. For example, if a student receives an in-school suspension for the remaining $\frac{3}{4}$ of the school day. While in the in-school suspension a second incident occurs for which the student receives out-of-school suspension for the remaining $\frac{1}{2}$ of the school day. The student served $\frac{1}{4}$ day of in-school suspension (not the $\frac{3}{4}$ originally ordered) and $\frac{1}{2}$ day of out-of-school suspension.

DPI What to Submit:

Incident A - In this case the first incident and the in-school suspension are not submitted to DPI.

Incident B

- One discipline incident resource
- One student discipline incident association
- One Discipline Action should be submitted with out-of-school suspension and 0.5 length

In JMC:

Incident Date:	5/1/2017
Incident Time:	10:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom
Incident Location Detail:	Room 222
Problem Behavior:	*Assault
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable
Action 1:	*In School Suspension
Discipline Action Date:	5/1/2017
Removal Length:	0.2
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0.2
Modified Term:	Not Specified
Action 2:	*Out of School Suspension
Discipline Action Date:	5/1/2017
Removal Length:	0.5
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0.5
Modified Term:	Not Specified
Comment 1:	
Comment 2:	

Final version of this record. Earlier version may have had different removal length for the In-school-suspension and no Out-of-school-suspension.

DPI Use Case 3.3: One student + multiple discipline actions for which days of removal overlap

DPI Note: Consider a student receives an out-of-school suspension for several weeks and a second out of school suspension for one week. The school decides to have the student serve the out-of-school suspensions concurrently for only 3 weeks total.

DPI What to Submit:

In this case the school must decide how to either submit only the suspension of greater length or to reduce the suspension of greater length by one week for submission purposes.

In JMC:

Incident Date:	5/1/2017
Incident Time:	10:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom
Incident Location Detail:	Room 222
Problem Behavior:	*Assault
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable
Action 1:	*Out of School Suspension
Discipline Action Date:	5/1/2017
Removal Length:	10
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	10
Modified Term:	Not Specified
Action 2:	*Out of School Suspension
Discipline Action Date:	5/15/2017
Removal Length:	5
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	5
Modified Term:	Not Specified
Comment 1:	
Comment 2:	

Section 4.0 Expulsions

DPI Use Case 4.1: One student + one expulsion with early reinstatement + removal for later violation

DPI Note: When a student has returned to the regular classroom prior to the end of the expulsion under early reinstatement conditions, any infraction which revokes the early reinstatement condition must be treated as additional days removed from the original expulsion. Length should be increased, as appropriate.

DPI What to Submit:

Via API the following should be submitted

- One discipline Incident resource
- One student discipline incident association resource
- One Discipline Action with length increased as appropriate. Actual discipline action length should not change. No new incident is reported.

In JMC:

Incident Date:	5/1/2017
Incident Time:	10:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom
Incident Location Detail:	Room 222
Problem Behavior:	*Assault
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable
Action 1:	*Expulsion
Discipline Action Date:	5/1/2017
Removal Length:	10
Early Reinstatement Condition:	<input checked="" type="checkbox"/>
Actual Removal Length:	10
Modified Term:	Modified because of IDEA
Action 2:	Not Specified
Discipline Action Date:	
Removal Length:	0
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0
Modified Term:	Not Specified
Comment 1:	
Comment 2:	

Final version of this record. Earlier version may have had different initial value for removal length for the expulsion, but after the Early Reinstatement Condition was violated the student ends up serving the full removal period.

DPI Use Case 4.2: Expulsion spanning two or more school years

DPI Note: When an expulsion start date is in year X and the end date is in year X+1 or later, actual discipline action length will be greater than discipline length. Consider a student removed 13 days in the school year of the incident and the entire next school year (180 days). Length should be reported as 13, while actual discipline action length is 193.

DPI What to Submit:

Via API the following should be submitted

- One discipline Incident resource
- One student discipline incident association resource
- One Discipline Action. All to be submitted in the school year of the incident. actual discipline action length will be greater than discipline length

In JMC:

Incident Date:	5/1/2017
Incident Time:	10:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom ▼
Incident Location Detail:	Room 222
Problem Behavior:	*Assault ▼
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable ▼
Action 1:	*Expulsion ▼
Discipline Action Date:	5/1/2017
Removal Length:	10
Early Reinstatement Condition:	<input checked="" type="checkbox"/>
Actual Removal Length:	193
Modified Term:	Modified because of IDEA ▼
Action 2:	Not Specified ▼
Discipline Action Date:	
Removal Length:	0
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0
Modified Term:	Not Specified ▼
Comment 1:	
Comment 2:	

DPI Use Case 4.3: Specification of modifiedTermType

DPI Note: All expulsion submissions require the modifiedTermType to be passed in the disciplineAction. Identifies if the duration of the expulsion has been modified from the federally required one year of expulsion for a fire arms incident.

DPI What to Submit:

Required for all expulsions.

N - firearms Incident Type and not modified OR not a firearms Incident Type

M - modified for reasons other than IDEA. Reduction in the minimum one-year (12 month) expulsion period for firearms for reasons other than IDEA. The expulsion period begins on the removal period start date. This reduction is specified in the student's expulsion order under s.120.13(1)(c)3 or (e)3, Wis Stats.

I - modified because of IDEA. Reduction in the minimum one-year (12 month) expulsion period for firearms because of IDEA. The expulsion period begins on the removal period start date. This reduction is specified in the student's expulsion order under s.120.13(1)(c)3 or (e)3, Wis Stats.

In JMC:

The screenshot shows a web-based form for adding a new discipline action. At the top, there are buttons for 'Add New', 'Update', and 'Cancel', followed by a dropdown menu for 'Incidents:'. The form fields include: 'Incident Date' (5/1/2017), 'Incident Time' (10:13), 'Incident Number' (101), 'Incident Reporter' (Isaac Asimov), 'Incident Location' (Classroom), 'Incident Location Detail' (Room 222), 'Problem Behavior' (*Assault), 'Serious Bodily Injury' (checkbox), and 'Weapon Type' (Not applicable). Below these are two 'Action' sections. 'Action 1' is set to '*Expulsion' with a 'Discipline Action Date' of 5/1/2017, 'Removal Length' of 10, 'Early Reinstatement Condition' checked, and 'Actual Removal Length' of 193. Its 'Modified Term' dropdown is open, showing options: 'Not Specified', 'Firearms Incident Type and not modified OR not a firearms Incident Type', 'Modified because of IDEA' (highlighted), and 'Modified for reasons other than IDEA'. 'Action 2' is set to 'Not Sp', with 'Early Reinstatement Condition' unchecked and 'Actual Removal Length' of 0. Its 'Modified Term' is 'Not Specified'.

DPI Use Case 4.4: Early Reinstatement condition (only required for expulsions)

DPI Note: Following an expulsion, the student had early reinstatement condition to return to school prior to the end of the expulsion "Required for all expulsions"

TRUE - Condition that a student is required to meet before he or she may be granted early reinstatement or conditions that a student is required to meet after his or her early reinstatement but before the expiration of the term of expulsion specified in the student's expulsion order under s.120.13(1)(c)3 or s. 120.13(1)(e)3, or s.119.25, Wis Stats. See s.120.13(1)(h)1. Wis Stats.

FALSE- No conditions were specified.

NULL - Not required for discipline types other than expulsion."

DPI What to Submit:

Required to pass in disciplineAction resource when disciplineAction = Expulsion

In JMC:

Incident Date:	5/1/2017
Incident Time:	10:13
Incident Number:	101
Incident Reporter:	Isaac Aasimov
Incident Location:	Classroom
Incident Location Detail:	Room 222
Problem Behavior:	*Assault
Serious Bodily Injury:	<input type="checkbox"/>
Weapon Type:	Not applicable
Action 1:	*Expulsion
Discipline Action Date:	5/1/2017
Removal Length:	10
Early Reinstatement Condition:	<input checked="" type="checkbox"/>
Actual Removal Length:	193
Modified Term:	Modified because of IDEA
Action 2:	Not Specified
Discipline Action Date:	
Removal Length:	0
Early Reinstatement Condition:	<input type="checkbox"/>
Actual Removal Length:	0
Modified Term:	Not Specified
Comment 1:	
Comment 2:	

Section 5.0 Multiple students involved in one incident

DPI Use Case 5.1: Multiple students involved in one incident, but not all students get discipline action

DPI Note: Only perpetrators with a reportable disciplinary action shall be submitted to WISEdata. For example, an incident occurs between two non-disabled students. One student (A) receives in-school suspension for 2 days, while the other student (b) receives 2 days out of school suspension.

DPI What to Submit:

Via the API, the following should be submitted

- One discipline incident resource
- One student discipline incident association for Student B
(Note Student Discipline incident association should not be submitted for student A since In- school suspensions are collected only for disabled students)
- One discipline action for out-of-school suspension should be submitted.

In JMC:

Add New [Update] [Cancel] Incidents: [dropdown]

Incident Date: 5/1/2017
Incident Time: 10:13
Incident Number: 101
Incident Reporter: Isaac Asimov
Incident Location: Classroom
Incident Location Detail: Room 222
Problem Behavior: Assault
Serious Bodily Injury:
Weapon Type: Not applicable

Action 1: *In School Suspension
Discipline Action Date: 5/1/2017 Removal Length: 2
Early Reinstatement Condition: Actual Removal Length: 2
Modified Term: Not Specified

Action 2: Not Specified
Discipline Action Date: [] Removal Length: 0
Early Reinstatement Condition: Actual Removal Length: 0
Modified Term: Not Specified

Student A: You may record this discipline event normally in your JMC Discipline module as long as the student's Special Education History is current and indicates that the student is non-disabled (not in special education). The fact that the student is non-disabled will prevent this discipline record from being included in WISEdata discipline.

Add New [Update] [Cancel] Incidents: [dropdown]

Incident Date: 5/1/2017
Incident Time: 10:13
Incident Number: 101
Incident Reporter: Isaac Asimov
Incident Location: Classroom
Incident Location Detail: Room 222
Problem Behavior: Assault
Serious Bodily Injury:
Weapon Type: Not applicable

Action 1: *Out of School Suspension
Discipline Action Date: 5/1/2017 Removal Length: 2
Early Reinstatement Condition: Actual Removal Length: 2
Modified Term: Not Specified

Action 2: Not Specified
Discipline Action Date: [] Removal Length: 0
Early Reinstatement Condition: Actual Removal Length: 0
Modified Term: Not Specified

Student B: You may record this discipline event normally in your JMC Discipline module. Out-of-school-suspensions are normally sent for disabled and non-disabled students as long as the removal length is at least .5 days.

DPI Use Case 5.2: Multiple students involved in one incident, but with different discipline actions

DPI Note: Reconsider the last example for 2 IDEA-eligible students. One student (A) receives in-school suspension for 2 days, while the other student (b) receives 2 days out of school suspension.

DPI What to Submit:

Via the API, the following should be submitted

- One discipline incident resource
- One student discipline incident association for Student A
- One Discipline Action for in-school suspension for Student A
- One student discipline incident association for Student B
- One Discipline action for out-of-school suspension for Student B

In JMC:

The image shows two screenshots of the JMC Discipline module. The top screenshot is for Student A (Student ID: 49, Name: Assimov, Abe, Grade: 0, Birth Date: 01/01/12 (5)). The incident is dated 5/1/2017 at 08:13, location Room 222, and the problem behavior is "Endangering Behavior". The discipline action is "In School Suspension" with a removal length of 2 days. The bottom screenshot is for Student B (Student ID: 48, Name: Assimov, Adrian, Grade: 7, Birth Date: ()). The incident is dated 5/1/2017 at 08:13, location Room 222, and the problem behavior is "Assault". The discipline action is "Out of School Suspension" with a removal length of 2 days. Both screenshots include fields for Incident Date, Incident Time, Incident Number, Incident Reporter, Incident Location, Incident Location Detail, Problem Behavior, Serious Bodily Injury, and Weapon Type. They also have sections for Action 1 and Action 2, each with fields for Discipline Action Date, Removal Length, Early Reinstatement Condition, Actual Removal Length, and Modified Term.

Student A: You may record this discipline event normally in your JMC Discipline module as long as the student's Special Education History is current and indicates that the student is non-disabled (not in special education). The fact that the student is disabled will allow this discipline record to be included in WISEdata discipline.

Student B: You may record this discipline event normally in your JMC Discipline module. Out-of-school-suspensions are normally sent for disabled and non-disabled students as long as the removal length is at least .5 days.

DPI Use Case 5.3: Multiple students involved in one incident, but from different schools in the same LEA

DPI Note: If both students are perpetrators, we expect a separate discipline incident for each student with the schoolReference in the disciplineIncident to match the school tied to the student's primary enrollment.

DPI What to Submit:

Via the API, the following should be submitted

- One discipline incident resource for each student with a schoolReference to the school they are enrolled
- A student discipline incident association for each student tied to the correct disciplineIncident
- One or more disciplineActions tied to the current student disciplineIncident (could be different disciplineActions for each student)

In JMC:

Note: the Incident Numbers for these 2 records will be separate. Since these incidents are reported for the building the students attend, there will be no tie between Incident Numbers from different buildings. This would be recorded as 2 separate incidents, one for each student.

Section 6.0 Special Cases

DPI Use Case 6.1: Student removed more than ½ day to another room in same school

DPI Note: The student is removed from the regular classroom for more than ½ day to another room in the same school. This is an in-school suspension and *must be reported for all IDEA eligible students.*

Note - This could happen at any grade level.

DPI What to Submit:

Via API, the following should be submitted

- One discipline incident resource
- One student discipline incident association
- One Discipline Action should be submitted with in-school suspension should be submitted

In JMC:

Note: Record the incident as usual. Since the student is IDEA Eligible (must be denoted in student's special education history data in JMC), and since the removal was for more than ½ day, then the record will be sent via WISEdata Discipline.

DPI Use Case 6.2: Student removed more than ½ day from school grounds

DPI Note: The student is removed from the regular classroom for more than ½ day to another site, a site off school grounds, or is sent home. This is an out-of-school suspension and *must be reported for all students*.

DPI What to Submit:

Via API, the following should be submitted

- One discipline incident resource
- One student discipline incident association
- One Discipline Action should be submitted with out-of-school suspension should be submitted

In JMC:

Note: Record the incident as usual. Since the removal an out-of-school suspension for more than ½ day the record will be sent via WISEdata Discipline.

DPI Use Case 6.3: Student with nonstandard school schedule

DPI Note: For students with nonstandard school schedules, counting of days removed for discipline purposes will be different from counting days for attendance purposes. Discipline uses the student's regular day, not a 'regular' day in the district. Discipline length rounds up for removals over ½ day. Review the data element summary for discipline length.

DPI What to Submit:

Review the data element summary for discipline length to understand how to submit length in this case

In JMC:

Note: Record the incident as usual. It will be up to the user to determine lengths of removals and record them in the discipline records. Since the removal an out-of-school suspension for more than ½ day the record will be sent via WISEdata Discipline.

DPI Use Case 6.4: Special Education Student attending WSD, WCBVI, or a CCDEB

DPI Note: Discipline information will be submitted by the Wisconsin School for the Deaf, the Wisconsin Center for the Blind and Visually Impaired, the CCDEB following the scenarios listed previously. The FAPE responsible school will be held accountable.

DPI What to Submit:

Data should be submitted by Wisconsin School for the Deaf, the Wisconsin Center for the Blind and Visually Impaired, the CCDEB following the scenarios listed previously.

Section 7.0 Exclusions

DPI Use Case 7.1: Non-disabled student given in-school suspension

DPI Note: Discipline information for this student should not be submitted to WISEdata.

DPI What to Submit: Data should not be submitted

DPI Use Case 7.2: IAES Removals

DPI Note: IAES Removals (IAES by School Personnel and IAES by Hearing Officer) are given only to disabled students, therefore we should never receive IAES removals for students who are not disabled

Note - Only submit out of school suspensions and expulsions data for non disabled students.

DPI What to Submit: Data should not be submitted

DPI Use Case 7.3: Special Education Student with ISP (Parentally Placed Private)

DPI Note: Discipline information for this student should not be submitted to WISEdata.

DPI What to Submit: Data should not be submitted

DPI Use Case 7.4: Student attending DOC or DHS schools

DPI Note: Discipline information for this student should not be submitted to WISEdata.

DPI What to Submit: Data should not be submitted

DPI Use Case 7.5: One student + one suspension from summer school

DPI Note: Discipline information for this student should not be submitted to WISEdata. This student is removed zero days from the school year for a suspension, thus no incident or action is submitted. Note, if the discipline action was an expulsion, then this incident - action pair would be submitted.

DPI What to Submit: Data should not be submitted

DPI Use Case 7.6: Student incident results in IAES removal by School Personnel

DPI Note: In this case and only this case, a T or F must be sent for/studentDisciplineIncidentAssociations behaviors array, property = seriousBodilyInjury; for all other disciplineActions, this should be sent as NULL.

DPI What to Submit: T or F should be received for seriousBodilyInjury property

Appendix E: Recoding Discipline Data for WISEdata Reporting

The JMC Discipline module has gone through significant changes this summer in order to accommodate the change to WISEdata Discipline reporting. Since WISEdata Discipline uses the Ed-Fi resources to convey records to Wisconsin DPI, the discipline records must comply with Ed-Fi data structures.

To this end, there will most likely be some massaging of your JMC Discipline data in order for it to be reported correctly. This should be a one-time transitional situation for 2016-2017 reporting and should not be necessary in the future. For information about entering Discipline data in JMC for WISEdata Discipline purposes, please refer to Appendix D of the Discipline WI document which can be found at this link:

http://jmcinc.com/uploads/files/NextGen_DisciplineWI.pdf

Specifically, if the discipline record is to be reported to the state via WISEdata Discipline it must meet the following criteria:

1. All expulsions regardless of duration should be submitted.
2. In-school suspensions and interim alternative setting placements (IAES setting disciplines should be submitted only for IDEA eligible students. These students must have an active student special education program association (sSEPA) which includes the discipline date.
3. Suspensions (in and out of school) and IAES removals should be submitted **only when the student is removed for at least ½ of the regular school day.**

Moreover, if the ISS, OSS, and expulsion records are to be reported via WISEdata Discipline they must use Ed-Fi Problem Behavior and Action codes. Due to the timing of this overhaul of the JMC Discipline module, it is unlikely that any of your ISS, OSS, or expulsion records would have used the Ed-Fi codes. Therefore, these ISS, OSS, and expulsion records will need to be “massaged” or “recoded”.

You can run reports (Lists, Discipline Query) in JMC to determine the number of ISS, OSS, and expulsion records that you would need to recode. Typically this will be just a small number of records, perhaps between 5 & 20.

The fields required vary slightly based on the Problem Behavior and the number and types of Actions for each incident, but here is a list of the fields that are always required for a state-reportable record:

- Incident Date
- Incident Time
- Incident Number
- Problem Behavior
- Actions 1 and/or 2 (can have up to 2 actions per incident)
- Discipline Action Date 1 and/or 2 (also known as Removal Date)
- Removal Length 1 and/or 2
- Actual Removal Length 1 and/or 2

Note: the Incident Number is automatically assigned when the record is saved (updated) if the Problem Behavior and Action(s) are state-reportable.

How to know if a Problem Behavior or Action is ‘State-Reportable’.

There are essentially three sets of Problem Behaviors and Actions:

- User-defined
- New Predefined Ed-Fi (denoted with *)
- Old Predefined PBIS (denoted with ^)

The old predefined PBIS codes were first introduced when the last major overhaul of the JMC Discipline module took place approximately two years ago. This set will be aged out during 2016-2017 WISEdata Discipline reporting and will not be available at all beginning with the 2017-2018 version of the Discipline module. **Only records with the “New Predefined Ed-Fi” Problem Behaviors and Actions are state-reportable.** Other factors affecting whether a record is state-reportable are listed in items numbered 1-3 on the first page of this document.

The following is an example of a record that requires recoding.

In Figure 1 you will see the record prior to re-coding, and Figure 2 shows the record after recoding.

Incident Number: [] ← Incident Number not specified

Incident Reporter: []

Incident Location: Unknown

Incident Location Detail: []

Problem Behavior: ^Technology violation ← Problem Behavior is not EdFi

Serious Bodily Injury:

Weapon Type: Not applicable

Action 1: ^Out-of-School Suspension ← Action is not EdFi

Discipline Action Date: [] ← Discipline Action Date (Removal Date) not

Removal Length: 0

Actual Removal Length: 0 ← Removal Length and Actual Removal Length not specified

Early Reinstatement Condition:

Modified Term: Firearms Incident Type and not modified OR not a firearms Incident Type ← Modified Term not appropriate for the Problem Behavior

Action 2: Not Specified

Discipline Action Date: []

Removal Length: 0

Actual Removal Length: 0

Early Reinstatement Condition:

Modified Term: Not Specified

Figure 1: OSS Discipline Record Before Recoding

Incident Number: 2

Incident Reporter: []

Incident Location: Unknown

Incident Location Detail: []

Problem Behavior: *Other Violation of School Rules

Serious Bodily Injury:

Weapon Type: Not applicable

Action 1: *Out of School Suspension

Discipline Action Date: 3/15/2017

Removal Length: 1.5

Actual Removal Length: 1.5

Early Reinstatement Condition:

Modified Term: Not Specified

Action 2: Not Specified

Discipline Action Date: []

Removal Length: 0

Actual Removal Length: 0

Early Reinstatement Condition:

Modified Term: Not Specified

Figure 2: OSS Record After Recoding

Appendix F: Saving a Report as a PDF File

The following is an example of saving a report as a PDF file when using Google Chrome as the browser in Windows 10. In this example, the Print option was selected while viewing a JMC-generated report. After clicking the Print button a dialog will appear similar to Figure F1.

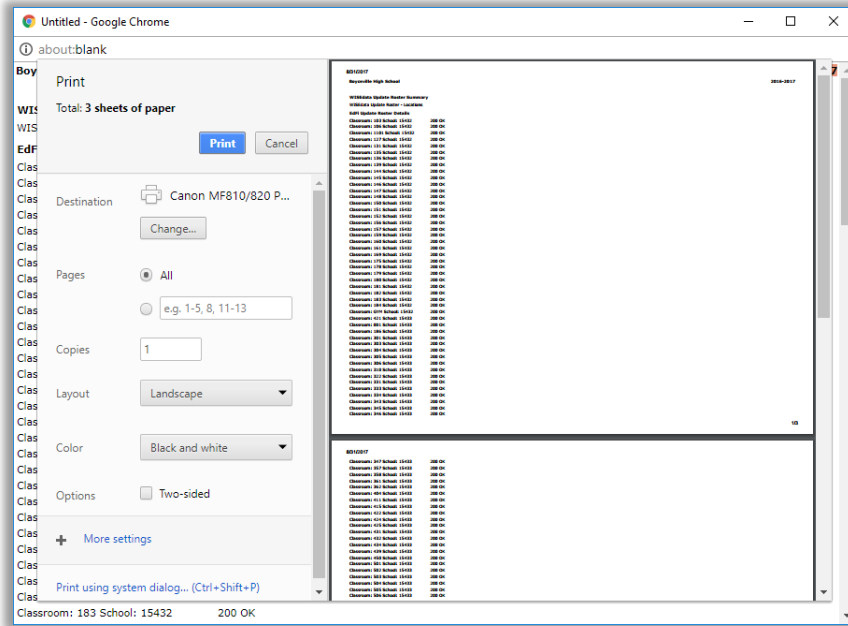


Figure F1:

Step 1 – Click Print button to get to Print Dialog

Typically you would have a printer selected here, such as the Canon printer selected in Figure F1. But rather than print to the printer, we want to save the report as a PDF file. To do so, click on the **Change** button in the **Destination** section of the print dialog. A new dialog will pop up on your screen prompting you to select a different destination, as in Figure F2.

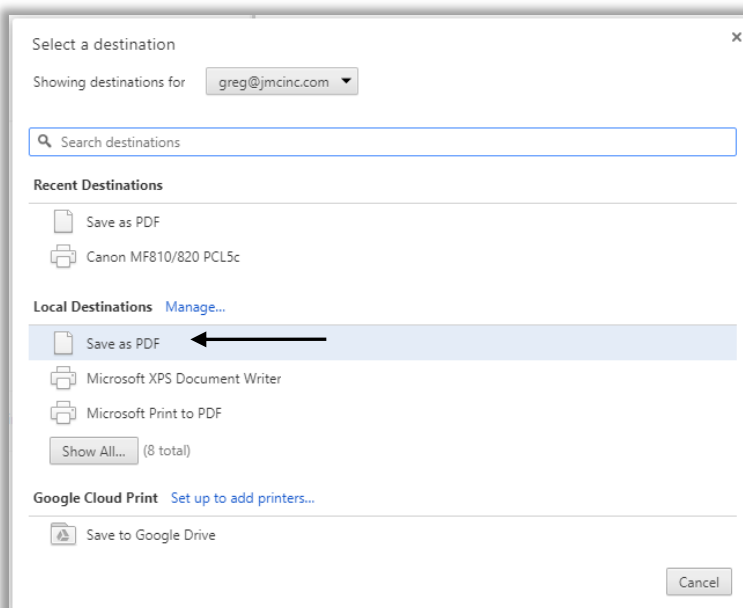


Figure F2:

Step 2 – Selecting Save as PDF as the Destination

From the **Local Destinations** select **Save as PDF**. The dialog will then appear similar to Figure F3.

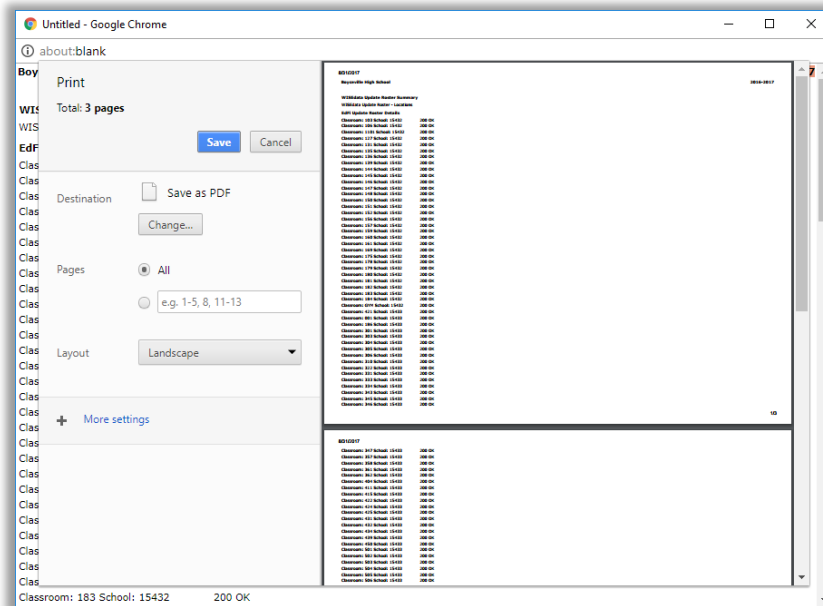


Figure F3:

Step 3 – Save as PDF is now the Destination

Click the **Save** button to save your file. A **Save As** dialog box will appear prompting you to select the location and specify the name of the file, as in Figure F4.

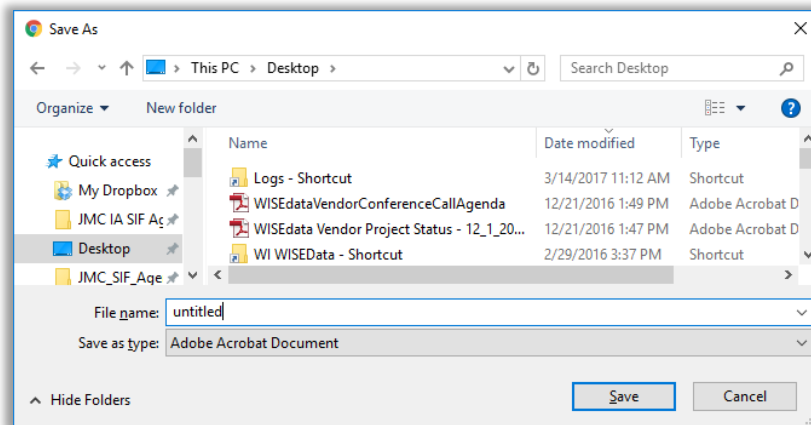


Figure F4:

Step 4 – Specifying the Location and File Name for your PDF file

Once you have the location and name specified you may click the **Save** button.

Why save as a PDF file?

You have some options as to what to do with a JMC report. You can print it to your printer, you can save it as a PD file, or you can simply preview the report and not print it or save it as a PDF file. Some reports may also include an option to Export to a Test File and perhaps other options as well.

Saving as a PDF file can make sense for several reasons:

1. Maintain a record of some process that you completed
2. Saving as a file instead of printing saves paper
3. A PDF file can be easily emailed as an attachment

Change Log

Changes for 11/16/2018 version

- Overview – updated links for WI DPI Discipline
- Edit Student Discipline Data – reasons and actions now user newer drop down lists that allow you to type in all or part of a word to search for the desired choice
- Added Appendix E - Recoding Discipline Data for WISEdata Reporting
- Added Appendix G - Saving a Report as a PDF File