

Discipline and Conference Administrator Guide



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The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions display in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
9.0	Dec 2018	2019.01	Updates: <ul style="list-style-type: none"> • Updated Overview of Discipline and Conference • Updated lookup table for K12.ConferenceInfo and K12.DisciplineInfo (Academic Services and Behavior Services) • Updated Edit a District Discipline Code • Added Incident Review Mode field in District Discipline Options • Added Enabling Detention Check In

Document Version	Release Date	Software Release	Description
10.0	Jun 2019	2020	<p>Updates:</p> <ul style="list-style-type: none"> Added Incidents 2019 and Student Incident 2019 to Overview of Discipline and Conference Added Incidents 2019 and Student Incident 2019 to Discipline and Conference Security
11.0	Mar 2020	2021	<p>Updates:</p> <ul style="list-style-type: none"> Added Allow adding offenders of linked organizations to incident to Discipline Options Added a note about the <i>Populate Mandatory Discipline Codes</i> option in District Discipline Codes Updated District Discipline Code Setup to include functionality allowing users to select Require Victim on Level 2 and Level 3 District Discipline codes
12.0	Mar 2021	2022	<p>Updates:</p> <ul style="list-style-type: none"> Updated the Incident Review Mode option in Discipline Options Added the following in Discipline Options: <ul style="list-style-type: none"> Steps for Add Filter to Exclude Staff that are Disabled Users and Add Filter to Exclude Staff that have an Exit Date Step for Allow Deleting Students With Violations

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Overview of Discipline and Conference

Discipline and Conference provides a way to track details of any disciplinary action involving a student or multiple students, as well as student and parent conferences.

- The Discipline node allows you to track all the discipline incidents for a student through the Student Discipline screen.
- The Discipline Incident node includes the Student Incident and the Incidents nodes. The Student Incident node keeps track of all discipline incidents in the current school year that the students participated in, regardless of their role, through the Student Incident screen. The Incidents node keeps track of information for discipline incident(s) through the Incidents screen.
- The Student Conference screen, located in the Student node, allows you to track details of student and parent conferences by documenting details of both disciplinary and non-disciplinary conferences. Non-disciplinary conferences include parent-teacher conferences, and can include phone contacts, letters, or emails with parents or students.

This guide covers how to view and edit data in the Discipline and Discipline Incident nodes and the Student Conference screen. This guide also explains how to customize and print reports associated with these screens.



See your administrator for more information on the configuration requirements for the Discipline and Discipline Incident nodes and Student Conference screen.

Discipline vs. Discipline Incident

The Discipline and Discipline Incident nodes track discipline actions. The Discipline node matches one student to one or more discipline offenses. However, as an incident can involve one or more students, the Discipline Incident node offers a more detailed method to track and monitor incidents that result in disciplinary actions. Multiple students, witnesses, and victims can be linked with an incident, as well as multiple discipline codes and actions.



See the *Synergy SIS – Discipline and Conference User Guide* for more information on viewing and editing data in the Discipline node, Discipline Incidents node, and the Student Conference screen. The user guide also explains how to print and customize reports associated with these screens.

Incidents 2019



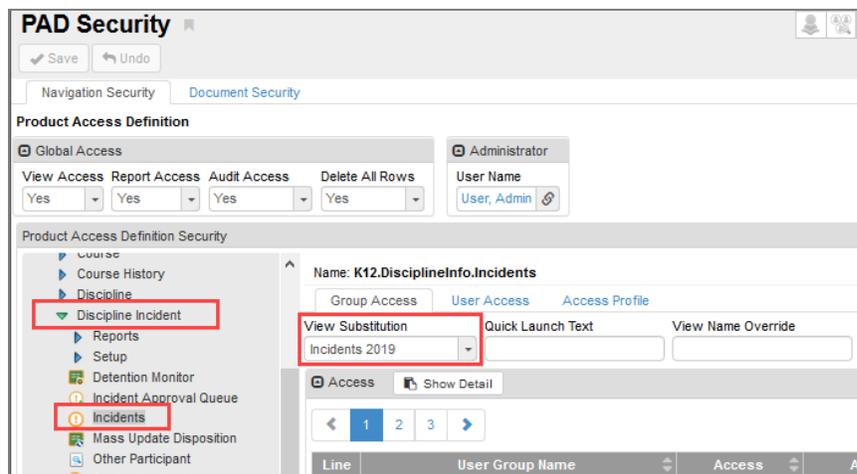
You must enable Incidents 2019 to use the Multi-tiered System of Supports (MTSS) with Synergy SIS Discipline.

Synergy SIS > Discipline Incident > Incidents

Setup

Incidents 2019 is a **View Substitution** for the Incidents screen.

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Discipline Incident > Incidents** in the Product Access Definition Security tree.
3. Select *Incidents 2019* in the **View Substitution** field.



PAD Security Screen

4. Click **Save**.

 You must enable the **View Substitutions** for Student Incident 2019 and Student Incident Discipline Detail 2019 if you choose to use the Incidents 2019 screen. Links within the Discipline Incident screens launch the appropriate screen based on **View Substitutions**.

Functionality

The **Information** tab combines the details from the **Information** tab, **Participants** tab, and **Violations** tab from the Incidents screen.

The screenshot shows the 'Incidents 2019' interface with the following sections:

- Header:** Incident ID: 2012, Incident Date: 05/14/2019, Review Status: Accepted, Major/Minor: Major
- Information Tab:**
 - Incident Date: 05/14/2019, Incident Time: 5:00 AM, Incident ID: 2012
 - Referrer First Name: A Person, Referrer Last Name: Someone, Referral Date: 05/14/2019, Entered By: TEST
 - Description and Private Description text areas.
 - Checkboxes for Gang Related, Hate Related, Hazing Related, and Referred to Law Enforcement.
 - Incident Cost, Incident Context Code (After Classes), Incident Context Comment, and State Incident Number.
 - EdFI Description dropdown.
 - Weapons section with Additional Firearms and Additional Non-Firearms fields.
 - Locations table with 1 entry: Cafeteria.
 - Violations table with 1 entry: Cafeteria.
 - Participant Totals: Offenders: 1, Additional Victims: 0, Total Victims: 0, Total Bystanders: 0.
 - Students Involved table with 1 entry: Abbot, Billy C. (Male, Grade 12, Offender, Hope High School).
 - Other Involved Persons table.
 - Other Schools table.
 - Non-District Schools table.
 - Related Incidents table.

Incidents 2019 Screen

The **Documents** tab lists all documents associated with the incident. For example, uploaded and stored police reports from the incident display here.



Incidents 2019 Screen, Documents Tab

Student Incident 2019



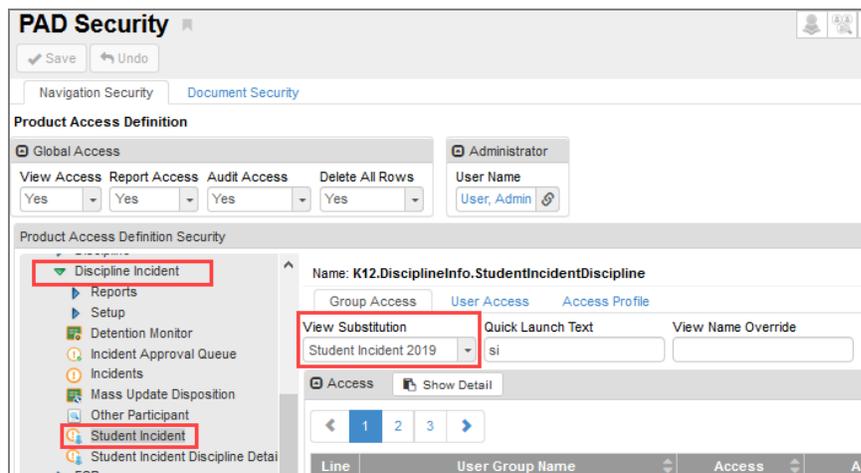
You must enable Student Incident 2019 to use the Multi-tiered System of Support (MTSS) with Synergy SIS Discipline.

Synergy SIS > Discipline Incident > Student Incident

Setup

Student Incident 2019 is a **View Substitution** for the Student Incident screen.

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Discipline Incident > Incidents** in the Product Access Definition Security tree.
3. Select *Student Incident 2019* in the **View Substitution** field.



PAD Security Screen

4. Click **Save**.



You must enable the **View Substitutions** for Incidents 2019 and Student Incident Discipline Detail 2019 if you choose to use the Student Incident 2019 screen. Links within the Discipline Incident screens launch the appropriate screen based on **View Substitutions**.

Functionality

The **Discipline** tab on the Student Incident 2019 screen lists all discipline incidents in the current school year that the student participated in, regardless of their role. It also shows Counts and Totals, including **Resolved Race/Ethnicity, Instructional Setting, and Total Demerits**.

Student Incident 2019

Menu | Save | Undo

Student Name: Lane, Penny School: Hope High School Status: Active Homeroom:

Discipline | Discipline History | Detention History

Last Name: Lane First Name: Penny Middle Name: Suffix: Perm ID: 997032 Grade: 11 Gender: Male Ed-Fi ID: Staff Name:

Quick Add Incident | Add Existing Incident | Create New Incident

Counts and Totals

Resolved Race/Ethnicity	Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Hours	Total Days
White	White		0	0.00	0.00
Instructional Setting	Total Demerits		0		

Discipline Incidents | Show Detail

Line	ID	Date	Time	Detail	Related	Role	Referred By	Referred By Staff	Referrer Type	Violation List	Staff Name	School Name	Disposition Code
------	----	------	------	--------	---------	------	-------------	-------------------	---------------	----------------	------------	-------------	------------------

Student Incident 2019 Screen

The **Discipline History** tab displays all disciplinary incidents associated with the student, including incidents from past school years and other schools.

Student Incident 2019

Menu | Save | Undo

Student Name: Lane, Penny School: Hope High School Status: Active Homeroom:

Discipline | Discipline History | Detention History

Last Name: Lane First Name: Penny Middle Name: Suffix: Perm ID: 997032 Grade: 11 Gender: Male Ed-Fi ID: Staff Name:

Discipline Incidents | Show Detail

Line	Incident Date	Incident Time	Violations	Referred By Staff	Referrer Type	Staff Name	School Name	School Year
------	---------------	---------------	------------	-------------------	---------------	------------	-------------	-------------

Student Incident 2019 Screen, Discipline History Tab

The **Detention History** tab displays all detention incidents associated with the student, including total hours, hours served, hours remaining, and **Check in Dates and Times**.

Student Incident 2019

Menu | Save | Undo

Student Name: Lane, Penny School: Hope High School Status: Active Homeroom:

Discipline | Discipline History | Detention History

Last Name: Lane First Name: Penny Middle Name: Suffix: Perm ID: 997032 Grade: 11 Gender: Male Ed-Fi ID: Staff Name:

Detention Totals

0.00	0.00
Hours	Remaining
Served	

Detention Served | Add

Line	Check in Date and Time	Hours	Staff Monitor
------	------------------------	-------	---------------

Student Incident 2019 Screen, Detention History Tab

Incidents

Synergy SIS > Discipline Incident > Incidents

The **Information** tab on the Incidents screen shows details about the incident itself, including a description, location, and other involved schools in the district.

Incidents Screen

The **Participants** tab lists all students and non-students involved in the incident, including victims and witnesses, as well as offenders.

Line	Student Name	Gender	Grade	Incident Role	Injuries Sustained	Violation List	School Of Enrollment	Disposition Code
1	(Abbott, Bobby C.)	M	10	Offender	☑	Defiance; Possession	Hope High School	
2	(Da Silva, Louis J.)	M	11	Offender	☑	Defiance	Hope High School	
3	Eastwood, Clint	M	10	Offender	☑	Defiance	Hope High School	Detention
4	Grant, Cary	M	10	Bystander or witness	☑		Hope High School	
5	Mason, Heather C.	F	09	Offender	☑	Defiance; Possession	Hope High School	Detention

Line	Last Name	First Name	Middle Name	Gender	Relation To School	Incident Role	Injuries Sustained
1	Jenkins	Leeroy		M	Teacher	Offender	☑

Incidents Screen, Participants Tab

The **Violations** tab lists all the violations associated with the incident. Unlike the Discipline screen, multiple violation types can be recorded for a single incident. For example, a student caught with both alcohol and drugs has only one code (usually the most severe) assigned on the Discipline screen and both codes assigned on the Incidents screen.

Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referrer Type	Referral Date	Entered By
05/13/2015	1:30 PM	100103	Jones	Davy		06/09/2015	User, Admin

Line	Category	Violation	Detail	Severity Level Override	Severity Level	Notify Law Enforcement
1	Defiance			3 - Moderate Severity		<input checked="" type="checkbox"/>
2	Alcohol	Possession		1 - Highest Severity		<input checked="" type="checkbox"/>

Incidents Screen, Violations Tab

The **Documents** tab lists all documents associated with the incident. For example, uploaded and stored police reports from the incident display here.

Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referrer Type	Referral Date	Entered By
05/13/2015	1:30 PM	100103	Jones	Davy		06/09/2015	User, Admin

Line	Date	Category	Description	Type
1	06/09/2015		Hospital Record.docx	

Incidents Screen, Documents Tab

Student Incident

Synergy SIS > Discipline Incident > Student Incident

The **Discipline** tab on the Student Incident screen lists all discipline incidents in the current school year that the student participated in, regardless of their role. It also shows Counts and Totals, including **Resolved Race/Ethnicity**, **Instructional Setting**, and **Total Demerits**.

Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Hours	Total Days	Total Demerits
White		1	0.00	0.00	0

Line	Date	Time	Detail	Role	Referred By	Referrer Type	Violation List	Staff Name	School Name	Disposition Code
1	05/13/2015	1:30 PM		Offender	Jones, Davy		Defiance; Possession	User, Admin	Hope High School	Detention

Student Incident Screen

The **Discipline History** tab displays all disciplinary incidents associated with the student, including incidents from past school years and other schools.

Student Incident

Student Name: **Mason, Heather C.** School: **Hope High School** Status: **Active** Homeroom:

Discipline **Discipline History**

Last Name: Mason First Name: Heather Middle Name: Cheryl Suffix: Perm ID: 997253 Grade: 09 Gender: Female

Discipline Incidents

Line	Incident Date	Incident Time	Violations	Referred By	Referrer Type	Staff Name	School Name	School Year
1	05/13/2015	1:30 PM	Defiance; Possession	Jones, Davy		User, Admin	Hope High School	2014-2015

Student Incident Screen, Discipline History Tab

Student Conference

Synergy SIS > Student > Student Conference

The **Student Conference** tab lists all conference records for a student in the active school for the current school year.

Student Conference

Student Name: **Mason, Heather C.** School: **Hope High School** Status: **Active** Homeroom:

Student Conference **Conference History**

Last Name: Mason First Name: Heather Middle Name: Cheryl Suffix: Perm ID: 997253 Grade: 09 Gender: Female

Conference Code: Conference Code (or Higher)

Conference

Line	Description	Meeting Date	Time	Referred By	Staff Name
1	Emotional Issue	05/11/2015	10:30 AM	Sunderland, James	User, Admin

*NOTE: Conference Codes must exist prior to creating Student Conference records. Conference Codes can be setup in Synergy SIS > Student > Setup > Conference Visitation Codes.

Student Conference Screen

The **Conference History** tab lists all conference records for a student, including those for past school years and other schools.

Student Conference

Student Name: **Mason, Heather C.** School: **Hope High School** Status: **Active** Homeroom:

Student Conference **Conference History**

Last Name: Mason First Name: Heather Middle Name: Cheryl Suffix: Perm ID: 997253 Grade: 09 Gender: Female

Conference History

Line	Description	Meeting Date	Time	Referred By	Staff Name	School	School Year
1	Emotional Issue - 3	05/11/2015	10:30 AM	Sunderland, James	User, Admin	Hope High School	2014-2015

Student Conference Screen, Conference History Tab

Student Discipline

Synergy SIS > Discipline > Student Discipline

The **Discipline** tab on the Student Discipline screen lists all discipline records for a student at the current school for the current school year. This tab also shows Counts and Totals, including **Resolved Race/Ethnicity, Instructional Setting, and Total Demerits**.

Line	Incident Date	Description	Incident Time	Referred By	Staff Name
1	05/29/2015	Defiance	1:30 PM	Jones, Davy	User, Admin
2	05/13/2015	Alcohol	1:30 PM	Jones, Davy	User, Admin

Student Discipline Screen

The **Discipline History** tab lists the history of all records for a student, including records from past school years and other schools.

Line	Incident Date	Description	Incident Time	Referred By	Staff Name	School	School Year
1	05/29/2015	Defiance	1:30 PM	Jones, Davy		Hope High School	2014-2015
2	05/13/2015	Alcohol	1:30 PM	Jones, Davy		Hope High School	2014-2015

Student Discipline Screen, Discipline History Tab

Discipline Codes – Quick Reference



The Discipline and Conference screens use certain codes when entering discipline or conference information. The state mandates certain codes, while only certain districts or schools use others.

- **AES Type Code** – These codes capture the type of Alternative to External Suspension (AES) granted to a student if approved for an alternative disposition.
- **ATR Code** – These codes describe a student's absence when an incident results in a disciplinary action that removes them from attendance.

- **Authority Code** – These codes capture the school or district authority that makes modifications to a disposition.
- **Discipline Action Code** – These codes categorize the action concerning an incident within the Discipline node.
- **Discipline Violation Code** – These codes categorize violated rules for an incident. State law often mandates these, and districts and schools can add their own codes in addition to the state mandated list.
- **Disposition Code** – These codes categorize the action(s) taken concerning an incident within the Discipline Incident node.
- **Federal Code** - These codes are used for Federal reporting.
- **Hearing Office Disposition Code**– These codes refer to the disposition recommended or issued by the hearing office.
- **Incident Context Code** – These codes refer to the time an incident occurs, such as before school, after school, or during lunch.
- **Incident Location Code** – These codes outline the location of the incident, such as a locker room, gym, or classroom.
- **Incident Role Code** – These codes describe the role each participant plays in the incident, such as offender, victim, or witness.
- **Instructional Setting Code** – These codes indicate a special program used outside a traditional classroom structure, such as a special education class or a private school.
- **Modifications Code** – These codes categorize the type of modification made if a school or district authority modifies the disposition of a disciplinary incident.
- **Referral Results Code** – These codes describe the result of a referral to law enforcement for severe incidents, such as a misdemeanor or felony charge.
- **Relationship to School Code** – These codes indicate the relationship any non-student participants have to the school, such as parents or teachers.
- **Type of Employment Code** – These codes indicate the type of employment held by incident participants employed by the district or school, such as certified or contracted staff.

Every school year uses specific discipline and disposition codes, and each school year can use a different set of codes. Other codes found in the Lookup Table Definition screen are only year-specific if using the **Year Start** and **Year End** values. You can copy the discipline and disposition codes from year to year using the New Year Rollover process.

Law Enforcement Notification

State law requires that certain violation codes be reported to law enforcement. When you select a code requiring law enforcement notification, Synergy SIS reminds you to contact them.



Incidents

Menu < > Save Undo + Add x Delete

Incident ID: 100103 Incident Date: 05/13/2015 Referred By: Jones, Davy Entered By: User, Admin Organization Name: Hope High School

Information Participants Violations Documents

Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referrer Type
05/13/2015	1:30 PM	100103	Jones	Davy	

Referral Date: 06/09/2015 Entered By: User, Admin

Violation(s) associated with incident require that this incident be reported to police.

Description: Illegal dance-off tournament. Private Description:

Incidents Screen

Chapter 2: Code Setup

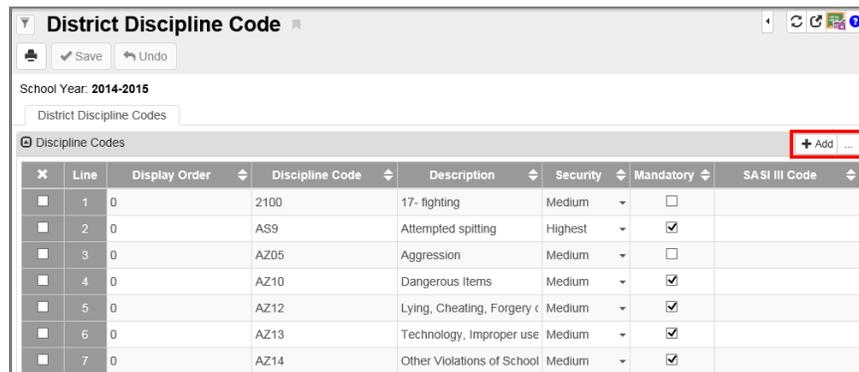
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Discipline Codes

District Discipline Codes

District discipline codes categorize discipline violations. These codes quantify problems to help districts identify trends and report disciplinary incidents to the state. The codes on the District Discipline Code screen are the only discipline codes used in the Student Discipline screen, and are also the top-level codes for the Incidents and Student Incident screens.

1. Navigate to **Synergy SIS > Discipline > Setup > District Discipline Code**.
2. Click **Add** to add a new line.

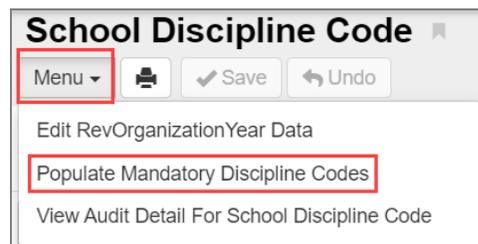


Line	Display Order	Discipline Code	Description	Security	Mandatory	SASI III Code
1	0	2100	17- fighting	Medium	<input type="checkbox"/>	
2	0	AS9	Attempted spitting	Highest	<input checked="" type="checkbox"/>	
3	0	AZ05	Aggression	Medium	<input type="checkbox"/>	
4	0	AZ10	Dangerous Items	Medium	<input checked="" type="checkbox"/>	
5	0	AZ12	Lying, Cheating, Forgery	Medium	<input checked="" type="checkbox"/>	
6	0	AZ13	Technology, Improper use	Medium	<input checked="" type="checkbox"/>	
7	0	AZ14	Other Violations of School	Medium	<input checked="" type="checkbox"/>	

District Discipline Code Screen

3. Enter the internal district code used for the discipline code in the **Discipline Code** column. This does not have to be the same as the state code.
4. Enter the name of the code in **Description**.
5. Select the **Security** value assigned to the code: *Lowest, Low, Medium, High, or Highest*. See [Security](#) for more detail.
6. Select **Mandatory** if the code is in use at all schools in the district.
7. Enter the **SASI III Code** if the district converts data from an SASI III system.
8. Click **Save**.

The Populate Mandatory Discipline Codes option on the Menu allows districts that have school year extensions to manually update them.



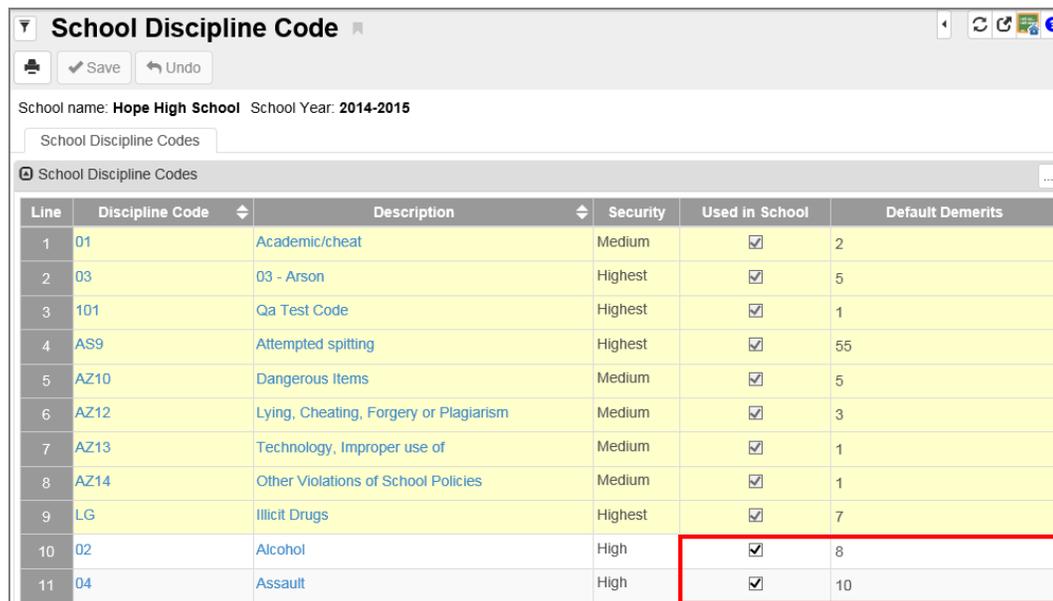
School Discipline Code Screen

School Discipline Codes

A school might not use all of the discipline codes defined at the district level. If the district made a code mandatory at the district level, Synergy automatically uses it for all schools in the district and it displays highlighted in yellow on the School Discipline Code screen. For non-mandatory codes, the schools can select which ones to use. These codes are the primary violation codes in the Student Discipline screen.

 The district assigns the security level for each code and only the district can change it.

1. Navigate to **Synergy SIS > Discipline > Setup > School Discipline Code**.
2. Select **Used in School** to use a non-mandatory code at the school.
3. Enter the default demerits accrued for a violation in **Default Demerits** if the school uses a demerits system.



Line	Discipline Code	Description	Security	Used in School	Default Demerits
1	01	Academic/cheat	Medium	<input checked="" type="checkbox"/>	2
2	03	03 - Arson	Highest	<input checked="" type="checkbox"/>	5
3	101	Qa Test Code	Highest	<input checked="" type="checkbox"/>	1
4	AS9	Attempted spitting	Highest	<input checked="" type="checkbox"/>	55
5	AZ10	Dangerous Items	Medium	<input checked="" type="checkbox"/>	5
6	AZ12	Lying, Cheating, Forgery or Plagiarism	Medium	<input checked="" type="checkbox"/>	3
7	AZ13	Technology, Improper use of	Medium	<input checked="" type="checkbox"/>	1
8	AZ14	Other Violations of School Policies	Medium	<input checked="" type="checkbox"/>	1
9	LG	Illicit Drugs	Highest	<input checked="" type="checkbox"/>	7
10	02	Alcohol	High	<input checked="" type="checkbox"/>	8
11	04	Assault	High	<input checked="" type="checkbox"/>	10

School Discipline Code Screen

4. Click **Save**.

Discipline Incident Codes

District Discipline Code Setup

The District Discipline Code Setup screen defines the discipline code structure for the Discipline Incident node. It allows for three levels of definition, illustrated below.

- Level 1 – Primary Discipline Code or Category
 - Level 2 – The Secondary Discipline Code or Violation
 - Level 3 – Violation Detail

An example of these levels is:

- Level 1 – Illicit Drug
 - Level 2 – Possession
 - Level 3 – Cocaine
 - Level 3 – Ecstasy
 - Level 3 – Hallucinogen
 - Level 2 – Use
 - Level 3 – Cocaine
 - Level 3 – Ecstasy
 - Level 3 – Hallucinogen

Add a Level 1 District Discipline Code

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup**.
2. Click **Add** to open the District Discipline Code Setup (Add) screen.

The screenshot shows a web form titled "District Discipline Code Setup" with a "Save" button and a "Close" button. The form contains the following fields and options:

- Code***: A text input field.
- Description***: A text input field.
- State Code**: A text input field.
- Alt State Code**: A text input field.
- Old Sis Code**: A text input field.
- Ed-Fi Code**: A dropdown menu.
- Federal Code**: A text input field.
- Security**: A dropdown menu.
- Display Order**: A text input field.
- Severity Level**: A text input field.
- Report To State**
- Mandatory**
- Mandatory Law Enforcement Notification**
- Include in TeacherVUE**
- Require Victim**

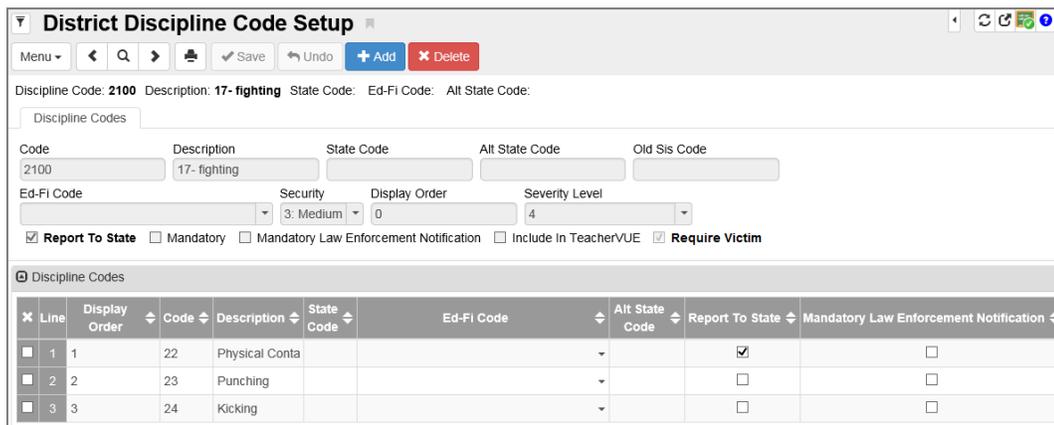
District Discipline Code Setup (Add) Screen

3. Enter the internal **Code** used for the type of violation.
4. Enter the name of the code in **Description**.
5. Enter the assigned **State Code** for this type of violation.
6. Enter an **Alt State Code** if required.
7. Select the **Ed-Fi Code** if your district is part of this consortium.

8. Select the **Security** level for this code.
9. Enter the **Old Sis Code** number if data converts from a previous student information system.
10. Enter the **Display Order** to indicate a specific order the code displays in.
11. Enter the **Severity Level** if the district assigns severity levels to violations.
12. Select **Report To State**.
13. Select **Mandatory** if all schools in the district should use this code.
14. Select **Mandatory Law Enforcement Notification** if this code represents a violation that requires reporting to law enforcement.
15. Select **Include in TeacherVUE** to display violations to classroom teachers.
16. Select **Require Victim** to prevent the associated incident from being saved until a participant is identified as a victim and/or the number of victims is entered.

 All associated child codes also require a victim if you select **Require Victim** for a Discipline Code.
 You can select **Require Victim** in associated child codes if it is not selected on the parent code.

17. Click **Save**.



The screenshot shows the 'District Discipline Code Setup' interface. At the top, there are navigation buttons: Menu, Save, Undo, Add, and Delete. Below this, the current code details are displayed: Discipline Code: 2100, Description: 17- fighting, State Code: Ed-FI Code: Alt State Code:.

The main form area contains several input fields and dropdown menus:

- Code: 2100
- Description: 17- fighting
- State Code: (empty)
- Alt State Code: (empty)
- Old Sis Code: (empty)
- Ed-FI Code: (empty)
- Security: 3: Medium
- Display Order: 0
- Severity Level: 4

At the bottom of the form, there are several checkboxes:

- Report To State
- Mandatory
- Mandatory Law Enforcement Notification
- Include in TeacherVUE
- Require Victim

Below the form is a table titled 'Discipline Codes' with the following data:

Line	Display Order	Code	Description	State Code	Ed-FI Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification
1	1	22	Physical Conta				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	2	23	Punching				<input type="checkbox"/>	<input type="checkbox"/>
3	3	24	Kicking				<input type="checkbox"/>	<input type="checkbox"/>

District Discipline Code Setup Screen

Add a Level 2 District Discipline Code

1. Locate a Level 1 code that needs a Level 2 addition.
2. Click **Add** in the Discipline Codes section to create a new line.

The screenshot shows the 'District Discipline Code Setup' interface. At the top, there are fields for Discipline Code (BK), Description (Breaking & Entering/Burglary), State Code (BR1), Ed-Fi Code, Federal Code, and Alt State Code. Below these are input fields for Code, Description, State Code, Alt State Code, and Old Ss Code. Further down, there are fields for Ed-Fi Code, Federal Code, Security (2: Low), Display Order (6), and Severity Level (4). An 'Options' section contains checkboxes for Report To State, Mandatory, Mandatory Law Enforcement Notification, Include In TeacherVUE, and Require Victim. A 'Review Mode Override' dropdown is also present. At the bottom, there is a table of Discipline Codes with an '+ Add' button highlighted in a red box.

Line	Display Order	Code	Description	State Code	Ed-Fi Code	Federal Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification	Require Victim	Include in TeacherVUE
1	0	BK1	BK1 - Burglary Actual					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	0	BK2	BK2 - Burglary Attempted					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

District Discipline Code Setup Screen

3. Enter the **Display Order** to indicate the specific order to display the codes.
4. Enter the internal **Code** used for the type of violation.
5. Enter the name of the code in **Description**.
6. Enter the assigned **State Code** for this type of violation.
7. Select the **Ed-Fi Code** if your district is part of this consortium.
8. Enter the **Federal Code**, if required.
9. Enter an **Alt State Code**, if required.
10. Select **Report to State** if there are reporting violations assigned to this code.
11. Select **Mandatory Law Enforcement Notification** if this code represents a violation that requires reporting to law enforcement.
12. Select **Require Victim** to prevent the associated incident from being saved until a participant is identified as a victim and/or the number of victims is entered.
13. Select **Include in TeacherVUE** to display violations to classroom teachers.
14. Enter the **Severity Level** if the district assigns severity levels to violations.
15. Click **Save**.

Add a Level 3 District Discipline Code

1. Select the line that displays the Level 2 code that requires a Level 3 addition in the Discipline Codes section.
2. Click **Show Detail**. The detailed view displays on the right.

The screenshot shows the 'District Discipline Code Setup' interface. At the top, there are fields for Discipline Code (BK), Description (Breaking & Entering/Burglary), State Code (BR1), Ed-Fi Code, Federal Code, and Alt State Code. Below this is a table of Discipline Codes with columns for Line, Display Order, Code, Description, State Code, Ed-Fi Code, Federal Code, Alt State Code, Report To State, Mandatory Law Enforcement Notification, Require Victim, and Include in TeacherVUE. Two rows are visible: Line 1 with Code BK1 (BK1 - Burglary Actual) and Line 2 with Code BK2 (BK2 - Burglary Attempted). A 'Show Detail' button is highlighted in red in the 'Discipline Codes' section.

District Discipline Code Setup Screen

3. Click **Add** in the Detail 1 Codes section to add a new line.

This screenshot shows the 'Discipline Codes Detail' view. The 'Discipline Codes' table on the left now has two rows: Line 1 (BK1 - Burglary Actual) and Line 2 (BK2 - Burglary Attempted). The 'Discipline Detail' section on the right is active for Line 2. It contains fields for Code (BK1), Description (BK1 - Burglary Actual), State Code, Ed-Fi Code, Federal Code, and Alt State Code. Below these are checkboxes for 'Report To State', 'Mandatory Law Enforcement Notification', 'Require Victim', and 'Include in TeacherVUE'. A red box highlights the '+ Add' button in the 'Detail 1 Codes' section.

District Discipline Code Setup Screen, Discipline Codes Detail

4. Enter the **Display Order** to indicate the specific order to display the codes.
5. Enter the internal **Code** used for the type of violation.
6. Enter the name of the code in **Description**.
7. Enter the assigned **State Code** for this type of violation.
8. Select the **Ed-Fi Code** if your district is part of this consortium.
9. Enter the **Federal Code** if required.
10. Enter an **Alt State Code** if required.
11. Select **Report to State** if there are reporting violations assigned to this code.
12. Select **Mandatory Law Enforcement Notification** if this code represents a violation that requires reporting to law enforcement.
13. Select **Require Victim** to prevent the associated incident from being saved until a participant is identified as a victim and/or the number of victims is entered.

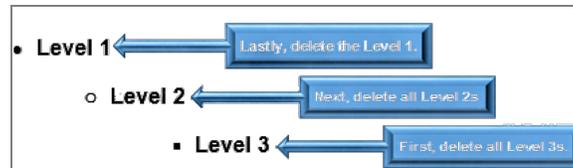
14. Select **Include in TeacherVUE** to display violations to classroom teachers.
15. Click **Save**.

Delete a District Discipline Code

Delete the levels assigned to the code in reverse order.



To delete a District Discipline Code, the code cannot be in use on any of the student discipline records.



1. Select the option in the **X** column in the Detail 1 Codes section to delete a Level 3 code.
2. Click **Save**.
3. Select the option in the **X** column in the Discipline Codes section to delete a Level 2 code.
4. Click **Save**.
5. Click **Delete** at the top of the District Discipline Code Setup screen to delete a Level 1 code.

Edit a District Discipline Code

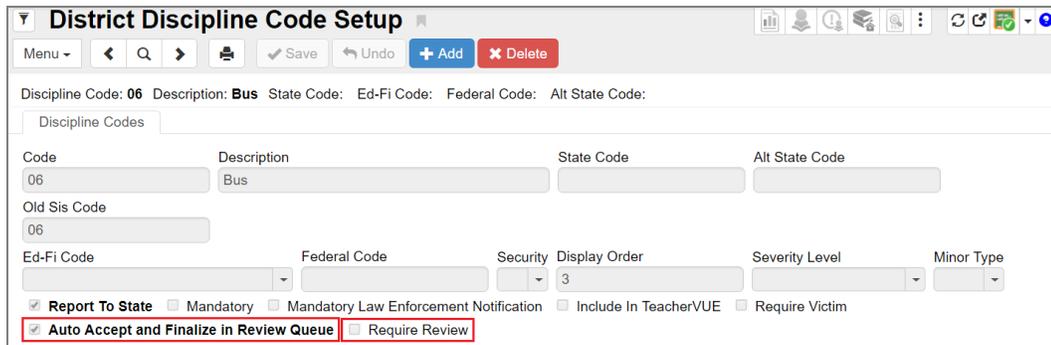
1. Navigate to the **Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup**.
2. Locate the **Discipline Code** for an incident or violation to be included in the incident approval queue.
3. Select *Edit District Code Data* from the **Menu**.
4. Select **Auto Accept and Finalize in Review Queue** to identify incidents with specific discipline code violations for auto-accept.



This option displays only for districts that have a license for MTSS.

5. Select **Require Review**.

 This field displays only when *Based On Discipline Code* is selected for **Incident Review Mode** on the District Discipline Options screen. It displays only for districts that have a license for MTSS.



District Discipline Code Setup Screen

6. Click **Save**.

District Disposition Code Setup

The District Disposition Code Setup screen, similar to the District Discipline Code Setup screen, defines the disposition code structure for the Discipline Incident node. It contains three levels of definition.

An example of the levels of disposition codes is:

- Level 1 – Disciplinary Removal
 - Level 2 – In-School Suspension
 - Level 3 – Two Day with Cooperating Teacher
 - Level 3 – Five Day in ISS Classroom
 - Level 2 – Out of School Suspension
 - Level 3 – Short Term With Services
 - Level 3 – Short Term Without Services

Add a Level 1 District Disposition Code

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Disposition Code Setup**.
2. Click **Add** to open the District Disposition Code Setup (Add) screen.

District Disposition Code Setup (Add) Screen

3. Enter the **Disposition Code**.
4. Enter the name of the code in **Description**.
5. Enter the assigned **State Code**.
6. Enter an **Alt State Code**, if required.
7. Enter the **Old Sis Code** number, if data converts from a previous student information system.
8. Select the **Ed-Fi Code** if your district is part of the consortium.
9. Enter a **Federal Code**, if required.
10. Enter the **Severity**, if the district assigns security levels to dispositions.
11. Select **Report To State**, if this code requires reporting to the state.
12. Select **Mandatory** if all schools in the district should use this code.
13. Click **Save**.

Line	Disposition Code	Description	State Code	Ed-Fi Code	Alt State Code	Severity
	AZA01	Actions Completed In One Day				

District Disposition Code Setup Screen

Add a Level 2 District Disposition Code

1. Locate the Level 1 code that needs a Level 2 addition.
2. Click **Add** in the Disposition Codes section to add a new line.

District Disposition Code Setup

Disposition Code: **AZA01** Description: **Actions Completed In One Day** State Code: Ed-Fi Code: Alt State Code:

Disposition Codes

Disposition Code: AZA01 Description: Actions Completed In On State Code: Alt State Code: Old Sis Code:

Ed-Fi Code: Severity:

Report To State: **Mandatory**

Disposition Codes + Add Show Detail ...

×	Line	Disposition Code	Description	State Code	Ed-Fi Code	Alt State Code	Severity
<input type="checkbox"/>	1	51	No Action	51			
<input type="checkbox"/>	2	60	Withdrawal	60			
<input type="checkbox"/>	3	61	Warning	61			

District Disposition Code Setup Screen

3. Enter the **Disposition Code**.
4. Enter the name in the **Description**.
5. Enter the assigned **State Code**, if required.
6. Select the **Ed-Fi Code** if your district is part of this consortium.
7. Enter the **Federal Code**, if required.
8. Enter an **Alt State Code**, if required.
9. Enter the **Severity**, if the district assigns severity levels to dispositions.
10. Click **Save**.

Add a Level 3 District Disposition Code

1. Select the line that displays the Level 2 code that requires a Level 3 addition in the Disposition Codes section.
2. Click **Show Detail**.

District Disposition Code Setup

Disposition Code: AZA01 Description: Actions Completed In One Day State Code: Ed-Fi Code: Federal Code: Alt State Code:

Disposition Codes

Disposition Code	Description	State Code	Alt State Code	Old Sis Code
AZA01	Actions Completed In One Day			

Ed-Fi Code Federal Code Severity

Report To State **Mandatory**

Disposition Codes + Add **Show Detail**

Line	Disposition Code	Description	State Code	Ed-Fi Code
1	51	No Action	51	
2	60	Withdrawal	60	
3	61	Warning	61	
4	62	Detention	62	
5	63	Saturday School	63	
6	64	Student Verbal Apology	64	
7	65	Student Written Apology	65	
8	66	Student Conference	66	

District Disposition Code Setup Screen

3. Click **Add** on the Detail 1 Codes section to add a new line.

Disposition Codes + Add Hide Detail ...

Disposition Detail

Disposition Code Description State Code Ed-Fi Code

51 No Action 51

Alt State Code Report To State Severity

Detail 1 Codes + Add ...

Line	Disposition Code	Description	State Code	Ed-Fi Code	Alt State Code	Report To State	Severity
1	51	No Action	51				
2	60						
3	61						
4	62						
5	63						
6	64						
7	65						

District Disposition Code Setup Screen, Disposition Codes Detail

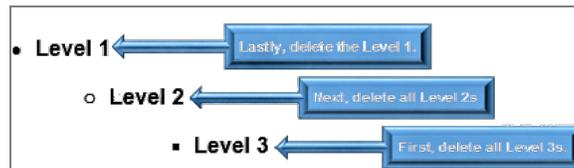
4. Enter the **Disposition Code**.
5. Enter the name of the code in **Description**.
6. Enter the assigned **State Code**, if required.
7. Select the **Ed-Fi Code** if your district is part of this consortium.
8. Enter the **Federal Code**, if required.
9. Enter an **Alt State Code**, if required.
10. Select **Report To State** if there are reporting violations assigned to this code.
11. Enter the **Severity**, if the district assigns severity levels to dispositions.
12. Click **Save**.

Delete a District Disposition Code

Delete levels assigned to the code in reverse order.



The District Disposition code to delete cannot be in use on any student discipline records.



1. Select **X** for a row in the Detail 1 Codes section to delete a Level 3 code.
2. Click **Save**.
3. Select **X** for a row in the Disposition Codes section to delete a Level 2 code.
4. Click **Save**.
5. Click **Delete** at the top of the District Disposition Code Setup screen to delete a Level 1 code.

School Discipline Code

School Discipline Codes are the primary violation codes in the Student Incident screen. The School Discipline Code screen found under the Discipline Incident node is the same screen as the one found under the Discipline node. See School Discipline Code within [Discipline Codes](#) for information on selecting the School Discipline code.

School Disposition Code

As with discipline codes, not all schools require disposition codes. Codes designated as mandatory at the district level show as in use at the school automatically. Administrators can select other non-mandatory codes as well.

1. Navigate to **Synergy SIS > Discipline Incident > Setup > School Disposition Code**. The mandatory codes highlight in yellow.
2. Select **Used In School** to use a non-mandatory code at the school.

Line	Disposition Code	Description	Used In School
1	AZA01	Actions Completed In One Day	<input checked="" type="checkbox"/>
2	AZA02	Actions Completed In One Or More Days	<input checked="" type="checkbox"/>
3	AZA03	Actions Completed In One Or More Days Be	<input checked="" type="checkbox"/>
4	AZD01	Due Process	<input checked="" type="checkbox"/>
5	AZD02	Due Process / Disciplinary Removal / Exp	<input checked="" type="checkbox"/>
6	AZD03	Due process / Disciplinary Removal / Rem	<input checked="" type="checkbox"/>
7	AZD04	Due Process / Reassignment	<input checked="" type="checkbox"/>
8	AZV01	Victim Related Actions	<input checked="" type="checkbox"/>
9	SRV	Detention Served	<input checked="" type="checkbox"/>
10	SUS	Suspension	<input checked="" type="checkbox"/>
11	TES	test	<input checked="" type="checkbox"/>
12	DET	Detention	<input checked="" type="checkbox"/>
13	IAG	It's all good	<input checked="" type="checkbox"/>
14	NIKKI	ISS	<input type="checkbox"/>

School Disposition Code Screen

3. Click **Save**.



It is strongly recommended that the Calculate Disposition Days option remains selected on this screen. The state can require this information for state reporting and this option ensures that auto-calculation takes place if incidents do not have disposition days entered accordingly.

Conference Visitation Codes

In the Student Conference screen, conference visitation codes define the information for reporting and tracking purposes. The codes use numeric or alphanumeric numbering. This data does not upload to the state .

1. Navigate to **Synergy SIS > Student > Setup > Conference Visitation Codes**.
2. Click **Add** in the Codes section to add a new line.

The screenshot shows the 'Conference Visitation Codes' interface. At the top, there is a title bar with a dropdown arrow, the text 'Conference Visitation Codes', and several icons. Below the title bar is a menu bar with 'Menu', 'Save', and 'Undo' buttons. The main area displays 'School Year: 2014-2015' and a search box containing 'Conference Codes'. Below this is a section titled 'Codes' with a '+ Add ...' button highlighted in a red box. The main content is a table with the following data:

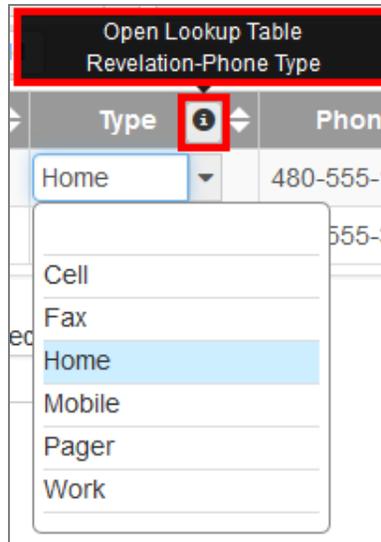
Line	Conf Code	Description	Security
1	00	Student Meeting	Low
2	01	Parent Meeting	
3	02	Emotional Issue	Medium
4	03	Schedule Change	Lowest
5	04	Conduct	
6	05	Meet and Greet Night	Lowest

Conference Visitation Codes Screen

3. Enter the **Conf Code** used for the conference.
4. Enter the **Description** for the type of conference.
5. Select the **Security** used for this type of conference. See [Security](#) for more information on security.
6. Click **Save**.

Lookup Table Setup

Some drop-downs and checkbox lists use values configured in lookup tables. Hover over a field to view a tooltip icon that indicates which table controls the field.



Lookup Table Values Example

Product-owned lookup tables use hard-coded values that are core to the programming and cannot be changed. You can customize other lookup tables to match district specifications and state reporting needs.



Consult the list of lookup tables for your state in the appropriate State Reporting Guide to identify tables that require a specific value.



The **Name** of the table is listed and the **Namespace** lists the business object the table belongs to at the top of the table. The **Locked** value indicates if the table is locked and product-owned.

Name: Dwelling Type Namespace: K12.Demographics Locked: No

Dwelling Type Lookup Table

Add Values to Lookup Tables

 Hover over the field and click the tooltip icon  to open the Lookup Table screen in a new window for editing. This allows you to quickly edit values. Refresh the original Synergy SIS screen after modifying values in lookup tables to view changes.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the appropriate table.



PAD Tree

Namespace: K12 Name: **Enter Code** Locked: N

Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-Fi Code	Federal Code	Status	
										Year Start	Year End
1	0	E1	New to District								
2	0	E2	Re-Enter								
3	0	R1	Previously In School								
4	0	R2	Return from Last Year								

Enter Code Lookup Table

3. Click **Add** in the Lookup Values section to add a new line.
4. Enter a **ListOrder** to display the list in a specific order, if needed.
5. Enter a **Code**. This value must be unique.
6. Enter a **Description**. This information displays as an option in the drop-down.

 The lookup values are sorted by **ListOrder** first, then by **Code**, and then by **Description**.

7. Enter the **Other SIS** code to import data during the conversion process from another student records system.
8. Enter the **State Code**, if assigned.
9. Enter the **Alt Code 3** and **Alt Code SIF** if used for reporting or system interoperability purposes, if needed.
10. Enter the **Ed-Fi Code** if your district is part of the Ed-Fi Alliance, if needed.

 See your State Reporting Guide to identify if there is a specific code required.

- Enter a **Year Start** and/or **Year End** date to activate or deactivate the code, if appropriate.



Inactive codes show in historical data but are not available for selection for new records.

- Click **Save**.

Assign a State Reporting Code to an Existing Lookup Table Value



See your State Reporting Guide for more information.

- Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
- Locate the appropriate table.
- Enter the appropriate state reporting **Code**, **State Code**, or **Alt Code 3** on a populated Lookup Value line.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values		+ Add							
Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Year Start	Year End	Status
1	0	E1	New to District						
2	0	E2	Re-Enter						
3	0	R1	Previously In School						
4	0	R2	Return from Last Year						

Enter Code Lookup Table

- Click **Save**.

Deactivate a Lookup Table Value

This procedure describes how to deactivate a lookup table value containing codes that are no longer valid. Deactivated values are no longer available for selection but remain in Synergy SIS for historical reporting purposes.



Do not modify or delete lookup table values that contain outdated state reporting codes. These are still used for historical reporting purposes. Instead, deactivate the value and then add a new lookup table value that contains the updated state reporting codes.

- Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
- Locate the appropriate table.
- Remove the text in **State Code** on the lookup value line.

- Select the last year the lookup table value is valid in the **Status Year End** field.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
■	1	0	E1	New to District				▼	▼
■	2	0	E2	Re-Enter				▼	▼
■	3	0	R1	Previously In School				▼	▼
■	4	0	R2	Return from Last Year				▼	▼

Enter Code Lookup Table

- Click **Save**.

Sort Lookup Values

Click the arrows in any column heading to temporarily change the sort order of the Lookup Values section.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
		▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼
■	1	0	E1	New to District				▼	▼
■	2	0	E2	Re-Enter				▼	▼
■	3	0	R1	Previously In School				▼	▼
■	4	0	R2	Return from Last Year				▼	▼

Enter Code Lookup Table

Change the **ListOrder** to permanently modify the sort order.

Namespace: K12 Name: Enter Code Locked: N
 Use Code as the State Code
 All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
		▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼
■	1	0	E1	New to District				▼	▼
■	2	0	E2	Re-Enter				▼	▼
■	3	0	R1	Previously In School				▼	▼
■	4	0	R2	Return from Last Year				▼	▼

Enter Code Lookup Table

Lookup Table Definitions



* Indicates there are specific entries required for these lookup tables. Click the lookup table name to be redirected to these specific entries.

^ Indicates there might be state-specific entries required for these lookup tables. Reference your state reporting guide for these values.

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.ConferenceInfo					
Conference Visitation	Security levels for discipline or Conference Codes	Student > Setup > Conference Visitation Codes	Conference Codes	Codes	Security
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.Discipline					
Incident Context	Time of day the incident occurred, such as <i>Before Classes, Lunch, In Transit</i>	Discipline Incident > Incidents	Information	N/A	Incident Context Code
		Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Incident Detail tab	
Incident Location	Place the incident occurred, such as <i>Cafeteria, Classroom, Sponsored Transportation</i>	Discipline Incident > Incidents	Information	Location	Location
		Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Incident Detail tab	
Modifications	How the school or district authority modified the disposition	Discipline Incident > Incidents	Participants	Students Involved Detail, Student Incident Detail tab	Modifications
		Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab	
Offender Motivation	Probable motivation for the offender's action, such as <i>Self Expression</i>	Discipline Incident > Incidents	Participants	Students Involved Detail, Student Incident Detail tab, Offender Information	Motivation
Referral Results	Results of a referral to law enforcement, such as <i>No Charges, Probation</i>	Discipline Incident > Incidents	Participants	Students Involved Detail, Student Incident Detail tab	Referral Results
		Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab	

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.Discipline					
Relationship to School	Relation of non-students involved in discipline incidents, such as <i>Former Student, Teacher, Parent</i>	Discipline Incident > Incidents	Participants	Other Involved Persons	Relation to School
Type Of Employment	Employment type for non-students involved in discipline incidents, such as <i>Employee, Contracted</i>	Discipline Incident > Incidents	Participants	Other Involved Persons Detail, Information tab	Type of Employment
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.DisciplineInfo					
Academic Services	Whether or not academic services were offered to the student during the disposition time period and whether or not the student accepted them. These options are used to collect information for court hearings.	Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab, Disposition Detail (+), Information tab, Dates	Academic Services
Aes Type	Alternative to External Suspension, such as <i>Long term placement</i>	Discipline Incident > Incidents	Participants	Students Involved Detail, Student Incident Detail tab	AES Type
		Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab	
Authority	Identifies school or district authority who modified the disposition	Discipline Incident > Incidents	Participants	Students Involved Detail, Student Incident Detail tab	Authority Code
		Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab	
Behavior Services	Whether or not behavioral services were offered to the student during the disposition time period and whether or not the student accepted them. These options are used to collect information for court hearings.	Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab, Disposition Detail (+), Information tab, Dates	Behavior Services

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.DisciplineInfo					
Disposition Code	Outcome of discipline incident, such as <i>Expulsion, Transfer, Warning</i>	Discipline > Student Discipline	Discipline	Discipline Incidents Detail, Disposition	Disposition
Disposition Severity	Rates the disposition	Discipline Incident > Setup > District Disposition Code Setup	Disposition Codes	N/A	Severity
				Disposition Codes	
Federal Disposition Group *	Outcome of discipline incident reported to the state	Discipline Incident > Reports > Summary > IDS605 – Incident Summary Reports	Options	Incident Reports	Checklist
Federal Violation Group *	Type of discipline incident violation reported to the state, such as <i>Alcohol, Weapons, Physical Bullying</i>	Discipline Incident > Reports > Summary > IDS605 – Incident Summary Reports	Options	Incident Reports	Checklist
Federal Weapon Group *	Type of weapons involved in the discipline incident reported to the state, such as <i>Handgun, Shotgun, Other Weapons</i>	Discipline Incident > Reports > Summary > IDS605 – Incident Summary Reports	Options	Incident Reports	Checklist
Hearing Application Type	Type of hearing, such as <i>Appeal, Readmission, Reengagement Plan</i> . These options are used to collect information for court hearings.	Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab, Disposition Detail (+), Hearings tab, Hearings	Application Type
Hearing Office Disposition	Outcome of hearing for discipline incident applied to the offender, such as <i>Suspended, Expelled</i>	Discipline Incident > Incidents	Participants	Students Involved Detail, Student Incident Detail tab	Hearing Office Disposition
		Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab	
Hearing Outcome Code	Outcome of hearing, such as <i>Granted, Denied</i> . These options are used to collect information for court hearings.	Discipline Incident > Student Incident	Discipline	Discipline Incidents Detail, Student Incident Detail tab, Disposition Detail (+), Hearings tab, Hearings	Outcome Code

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.DisciplineInfo					
Incident Doc Category	Type of documents related to discipline incident, such as <i>Offender Statements, Legal Proceedings, Witness Statements</i>	Discipline Incident > Incidents	Documents	Documents	Category
Referrer Type	Identifies the person who reported the discipline incident, such as <i>Administrator</i>	Discipline Incident > Incidents	Information	N/A	Referrer Type
		Discipline Incident > Student Incident	Discipline	Discipline Incidents	
Severity	Rates the severity of the discipline incident. Lookup table values are used in place of the Severity Level text field on the District Discipline Code Setup screen when Show Severity Level as Lookup is selected on the District Discipline Options screen	Discipline Incident > Incidents	Participants	Students Involved Detail, Incident Violations tab, Incident Violations	Severity Override
			Violations	Violations	Severity Level Override
		Discipline Incident > Student Incident	Discipline	Discipline Incidents, Incident Violations tab, Incident Violations	Severity Override
Teacher Interventions	Teacher interventions used with the student to attempt to change or stop the behavior of an incident participant, such as <i>Called Parent, Changed Seating, Lunch Detention</i>	Discipline Incident > Incidents	Participants	Students Involved Detail, Interventions tab, Incident Violations	Intervention
Weapons	Weapons involved in a discipline incident when a weapon violation is selected, such as <i>Hand Gun, Knife, Rifle</i>	Discipline Incident > Incidents	Participants	Students Involved Detail, Incident Violations tab, Incident Violations	Weapon
				Students Involved Detail, Incident Violations tab, Incident Violations – Click Add to open WeaponsUsed screen	
		Discipline Incident > Student Incident	Discipline	Discipline Incidents, Incident Violations tab, Incident Violations Discipline Incidents, Incident Violations tab, Incident Violations – Click Add to open WeaponsUsed screen	

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.SeclusionRestraintInfo					
Restraint Code	Way the student was confined or restrained, such as <i>Chemical, Mechanical, Physical</i>	Student > Seclusion / Restraint	N/A	Incidents	Type of Restraint
Sec Restraint Staff Type	Type of staff involved with a Student Discipline Incident, such as <i>Restrainer, Administrator</i>	Student > Seclusion / Restraint	N/A	Incident Details, Staff Involved	Staff Type
Seclusion Code	Way the student was separated from either other students or the environment, such as <i>Enclosed, Prevented from Leaving, Purposefully Isolated</i>	Student > Seclusion / Restraint	N/A	Incidents	Type of Seclusion

Federal Disposition Group

This table requires setup with the appropriate values located below to work correctly.

Description	Alt Code 3	Reports Affected
Expulsion	EXP	<ul style="list-style-type: none"> Action Taken by Ethnicity Behavior Incident Count Bullying Incident Count Incident Count Student Count
Out of School Suspension	OSS	
In School Suspension	ISS	
Other	OTH	
Teacher Removal	TREM	
Law Enforcement Referral	LAW	
Expulsion	EXP	Firearm Summary Report
Suspensions	SUS	
Other Removal	REM	
Other Disposition	FSOTH	
No Action	NA	



Other values capture all unclassified dispositions. Place dispositions here if they do not fall into *EXP*, *SUS*, or *REM*. *NA* indicates that there is no disposition associated with the violation.

The Lookup Table is located at **K12.DisciplineInfo**.

* Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-Fi Code
1	1	1	Expulsion			EXP		
2	2	2	Suspension			SUS		
3	3	3	In School Suspension			ISS		
4	4	4	Other			OTH		
5	5	5	No Action			NA		

Federal Disposition Group Lookup Table

Federal Violation Group

This table requires setup with the appropriate values located below to work correctly.

Description	Alt Code 3	Reports Affected
Standard Violation to be included on report	C	<ul style="list-style-type: none"> Incident Count
Violent Incidents	VI	<ul style="list-style-type: none"> Student Count
Behavior	BE	Behavior Incident
Bullying	BU	Bullying Incident


If you set the VI value, the data also reports Injury/Non-Injury grouping.

The Lookup Table is located at **K12.DisciplineInfo**.

Name: **Federal Violation Group** Namespace: **K12.DisciplineInfo** Locked: **N**

Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add ...

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-FI Code	Status	
										Year Start	Year End
<input type="checkbox"/>	1	1	1	Alcohol			C				
<input type="checkbox"/>	2	2	2	Drugs			C				
<input type="checkbox"/>	3	3	3	Weapons			C				
<input type="checkbox"/>	4	4	4	Violent Incident			VI				
<input type="checkbox"/>	5	5	5	Academic Misc			BE				
<input type="checkbox"/>	6	6	6	Disruptive Beh			BE				

Federal Violation Group Lookup Table

Federal Weapon Group

This table requires setup with the appropriate values located below to work correctly.

Description	Alt Code 3	Reports Affected
Firearm	F	<ul style="list-style-type: none"> Students Involved Firearms
Multiple Firearms	FM	<ul style="list-style-type: none"> Firearm Outcomes

The Lookup Table is located at **K12.DisciplineInfo**.

Name: **Federal Weapon Group** Namespace: **K12.DisciplineInfo** Locked: **N**
 Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add ...

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code	Alt Code SIF	Ed-Fi Code	Status	
										Year Start	Year End
<input type="checkbox"/>	1	1	1	Handgun			F				
<input type="checkbox"/>	2	2	2	Shotgun/Rifle			F				
<input type="checkbox"/>	3	3	3	Multiple Guns			FM				
<input type="checkbox"/>	4	4	4	Other Weapon:			F				

Federal Weapon Group Lookup Table

Safe School Act Notifications

The Safe School Act Notifications screen allows you to create notifications for students having discipline incidents that classify them as potentially dangerous students. Notifications display on any student-based screen in Synergy SIS when focused to the student in question. The options include what violations or dispositions trigger a notification, how far back in time to look for incidents, and how long the notifications are active. The default values for each time span is three years.

Safe School Act Notifications Setup

1. Navigate to **Synergy SIS > Discipline Incident > Setup > Safe School Act Notifications**.
2. Click **Add** to open the Safe School Act Notifications (Add) screen.
3. Enter the **Process Name**. This is the name saved in the Rules Setup screen for the notification process.
4. Set the **Daily Execution Time**. This indicates when a recurring job runs in the job queue.

Safe School Act Notifications ⌵ ⓘ ⌚

✔ Save ✕ Close

Options

Process Information

Process Name* Daily Execution Time Execute Now

Delete Notifications

Safe School Act Notifications (Add) Screen

5. Select **Select State Codes** for the **Violation Code Selection Type**. This determines how notifications generate.
 - The rule validates the violation if an entry exists in the Violation State Codes section and a violation is marked as **Include in State Reporting**.
 - The rule ignores violations and validates dispositions if no entries exist.

The screenshot shows a form titled "Violation Codes to Match". At the top, there is a dropdown menu labeled "Violation Code Selection Type*" with the value "Select State Codes" selected. Below this is a section for "Violation State Codes" with an "+ Add" button and a table. The table has two columns: "Line" and "State Code".

Safe School Act Notifications (Add) Screen

6. Select the **Disposition and Violation Code Condition Option** in the Disposition Codes to Match section:
 - *Both the violation code conditions and the disposition code conditions must be met* – You must enter at least one violation code or disposition code. Synergy SIS combines the conditions for the violations and the dispositions using **AND** logic.
 - *Either the violation code conditions or the disposition code conditions must be met* – You must enter at least one violation code or one disposition code. Synergy SIS combines the conditions for the violations and the dispositions using **OR** logic.



The rule ignores dispositions and validates violations if the Disposition State Code section is blank.

7. Select **Select State Codes** for the **Disposition Code Selection Type**. This determines how notifications generate.
 - The rule validates the disposition if an entry exists in the Disposition State Codes section and a disposition is marked as **Include in State Reporting**.
 - The rule ignores dispositions and validates violations if no entries exist.

The screenshot shows a form titled "Disposition Codes to Match". At the top, there is a dropdown menu labeled "Disposition and Violation Code Condition Options*" with the value "Both the violation code conditions and the disposition code conditions must be met" selected. Below this is a dropdown menu labeled "Disposition Code Selection Type*" with the value "Select State Codes" selected. At the bottom is a section for "Disposition State Codes" with an "+ Add" button and a table. The table has two columns: "Line" and "State Code".

Safe School Act Notifications (Add) Screen

8. Select the **Notification Type** in the Person Notifications section. This displays the **Description** for the person notifications codes.



See the *Synergy SIS – Student Management Administrator Guide* for more information on creating Person Notification Codes.

9. Enter a numerical **Value**. This field and the **Time Unit** field determine the length of time the notification displays for the student.
10. Select *Days* or *Years* for the **Time Unit** field.

Safe School Act Notifications (Add) Screen

11. Enter a numerical **Value** in the Incident Date Range section. This field and the **Time Unit** field determines the length of time used when searching through the student’s incident history for violation codes and/or disposition codes.
12. Select *Days* or *Years* for the **Time Unit** field.

Safe School Act Notifications (Add) Screen

13. Click **Save**.

Click **Execute Now** to create the notification process that automatically displays an alert when focused to students who meet the criteria.

Safe School Act Notifications Screen

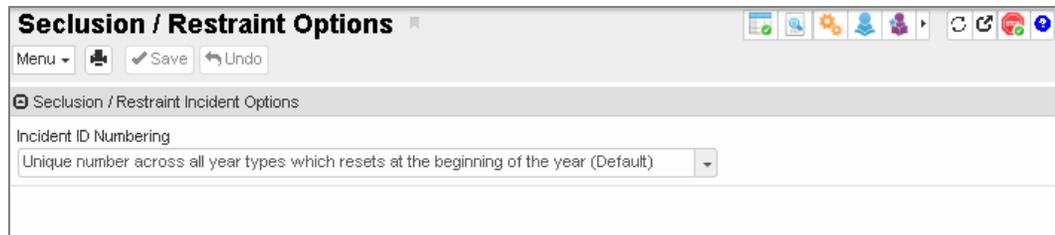
You can stop this process by clicking **Delete All Notifications Associated with this Process**. This also deletes all recurring jobs from the job queue.

Safe School Act Notifications Screen

Seclusion / Restraint Options

The Seclusion / Restraint Options screen tracks student seclusion and restraint incidents. These records contain an Incident ID number.

1. Navigate to **Synergy SIS > Student > Setup > Seclusion / Restraint Options**.
2. Select *Unique number across all year types which resets at the beginning of the year (Default)* or *Unique number that never resets* as the **Incident ID Numbering** system to use for the Seclusion / Restraint records.



Seclusion / Restraint Options Screen

3. Click **Save**.

Other Required Setup

District Discipline Options

Discipline Options

The District Discipline Options screen configures the Incident Discipline Options and TeacherVUE Options.

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Options**.
2. Select the node to display in ParentVUE and StudentVUE in **Discipline Type**.
 - *Incident* – Displays the Discipline Incident information and is the required entry for state reporting
 - *Student* – Displays the Discipline information
3. Select the **Incident ID Numbering** value to determine how Synergy SIS assigns identification numbers to incidents.
 - *Unique number across all year types which resets at the beginning of the year* – Assigns a unique number that resets to “1” at the beginning of every school year
 - *Unique number that never resets* – Assigns a unique number across all school years
4. Select the **Disposition Add Option** to determine how dispositions link to violations.



Violations display on the Student Disposition Add screen if using
Do not link added dispositions to student violations.

5. Select the **Incident Violation Display** option to determine how violations display in ParentVUE and StudentVUE.
 - *No option* – Shows only the violation
 - *Entire Violation* – Shows all levels of the violation, including category, violation, and detail
 - *Lowest Level Violation Only* – Shows only the lowest violation level recorded
6. Select **Show Severity Level as Lookup** to display the severity level as a lookup instead of a list. Selecting this option turns the severity free form text field into a lookup table. Also, the system requires numeric values for the lookup table values if you select this option.



See the [Lookup Definition Setup](#) section for the lookup table location and setup.

7. Select whether users can add incidents without locations in the **Incident Location** field.
8. Select whether users can add incidents without participants in the **Incident Participant** field. If the incident requires participants, each participant labeled **Offender** must have an associated violation.

9. Select **Allow adding offenders of linked organizations to incident** to allow users to be able to select students from linked organizations as participants without security permissions from the linked organizations.
10. Select an **Incident Review Mode**.
 - *Approve Without Review* – Automatically approves all incidents without review
 - *Review in Incident Queue* – Displays all pending incidents on the Incident Approval Queue screen. Incidents can be accepted or denied.
 - When you click **Save**, the **Auto-Approve Prior Incidents** button displays next to the **Incident Review Mode** field. Click **Auto-Approve Prior Incidents** to approve all unapproved incidents in the Incident Approval Queue.

District Discipline Options Screen

The district can set up the Incident Approval Queue to include all incidents or only those incidents with specific incident codes violations.

A message displays when the Review in Incident Queue option is selected.



Message Window

11. Select **Allow Deleting Students With Violations** to allow users to delete an offender student linked to a violation in a discipline incident.
12. Select **Show Referred By Staff As Foreign Key** to restrict users to selecting the **Referred By Staff** from all the district staff members rather than entering the staff member's name in **Referrer Last Name** and **Referrer First Name** in free-form text. This eliminates the possibility of a non-staff person making the referral and more accurately linking the incident to the referring staff member.

The **Referred By Staff** field displays on Incidents, Incident Add, Student Incident, and Quick Add Incident screens.



If you do not select **Show Referred By Staff As Foreign Key**, users can enter the staff member's name in **Referrer Last Name** and **Referrer First Name** fields in free-form text.

13. Select **Add Filter to Exclude Staff that are Disabled Users** to exclude staff whose account is **Disabled** on the User screen.

The screenshot shows the 'User' screen for Harriet Achtman. The 'Security Settings' tab is active, and the 'Disabled' checkbox is checked. Other tabs include Demographics, Organizations, User Groups, Navigation Menu, Focus, and Spell Check. The 'User Type' is set to 'Staff'.

User Screen

14. Select **Add Filter to Exclude Staff that have an Exit Date** to exclude staff who have an **Exit Date** entered in the Employment History section of the Staff screen.

The screenshot shows the 'Staff' screen for Mark Adams, a Teacher. The 'Employment History' section is expanded, showing a table with columns for Line, Hire Date, Exit Date, and Exit Code. The 'Exit Date' field for line 1 is highlighted with a red box, showing the date 07/30/2020.

Line	Hire Date	Exit Date	Exit Code
1	05/11/2013	07/30/2020	

Staff Screen

 The **Add Filter to Exclude Staff that are Disabled Users** and **Add Filter to Exclude Staff that have an Exit Date** filters only work if the **Show Referred By Staff As Foreign Key** option is selected.

The filter options can be enabled individually or together.

15. Select the **Default Incident Discipline Location** from the list in the TVUE Options section.
16. Select the **Default Incident Context Code** from the list.

17. Click **Save**.

District Discipline Options Screen

Summary Report Options

The IDS605-Incident Summary Reports provide the necessary counts to complete federal discipline reporting and individual state reporting requirements. The **Summary Report Options** tab identifies the violations and dispositions that belong in each discipline report grouping.



Modifying Summary Report Options requires prior setup. The [Federal Disposition Group](#), [Federal Violation Group](#), and [Federal Weapon Group](#) lookup tables require configuration first.

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Options**.
2. Select the **Summary Report Options** tab.

3. Select the required options.

- Injury Setup – Select all items that indicate a discipline incident results in an injury for the Injury Count

District Discipline Options

Menu Save Undo + Add X Delete

Discipline Options **Summary Report Options**

Discipline Type Incident

Injury Setup

Include student incident data marked with the selected injury flags as being injuries for the purpose of the report Injury Count. If Serious Bodily Injury is selected, but Injuries Sustained is not, any student marked as having a Serious Bodily Injury will be counted as injured, otherwise the incident will be included in the No injury counts.

Injuries Sustained Serious Bodily Injury

District Discipline Options Screen, Summary Report Options Tab

- Disposition Setup – Contains setup for the Federal Disposition Group lookup table. Click **Chooser** to select the items that signify an incident meets the criteria for the selected disposition type.

Disposition Setup

Expulsion Chooser ...

X	Line	Category Description	Violation Description	Detail Description
<input type="checkbox"/>	1	AZD02 - Due Process / Disciplinary Removal / Exp	105 - Expulsion With Service - 105	106 - Without Service
<input type="checkbox"/>	2	Nikki - ISS - NNISS	Nikki - ISS - NNISS	

Suspension Chooser ...

X	Line	Category Description	Violation Description	Detail Description
<input type="checkbox"/>	1	AZD02 - Due Process / Disciplinary Removal / Exp	101 - Out of School Suspension - 101	104 - Long Term Without Services

In School Suspension Chooser ...

X	Line	Category Description	Violation Description	Detail Description
<input type="checkbox"/>	1	SUS - Suspension	ISS - In School Suspension	

Other Chooser ...

No Action Chooser ...

District Discipline Options Screen, Summary Report Options Tab

- **Weapon Setup** – Contains setup for the Federal Weapon Group lookup table. Click **Chooser** to select the top-level items that signify a weapon meets the criteria for the selected weapon type.

Weapon Setup				
Handgun				Chooser ...
X	Line	Category Description	Violation Description	Detail Description
Shotgun/Rifle				Chooser ...
X	Line	Category Description	Violation Description	Detail Description
Multiple Guns				Chooser ...
X	Line	Category Description	Violation Description	Detail Description
Other Weapons				Chooser ...
X	Line	Category Description	Violation Description	Detail Description

District Discipline Options Screen, Summary Report Options Tab

- **Violation Setup** – Contains setup for the Federal Violation Group lookup table. Click **Chooser** to select the top-level items that signify a violation meets the criteria for the selected violation type.

Violation Setup	
Alcohol	Chooser ...
Drugs	Chooser ...
Weapons	Chooser ...
Violent Incidents	Chooser ...
Academic Misconduct	Chooser ...
Disruptive Behavior	Chooser ...

District Discipline Options Screen, Summary Report Options Tab



The top-level codes of all violations and/or dispositions include any sub-level codes. If a sub-level code needs specific reporting, add it separately as an item.

In the example below, reporting any incident marked with the *SUS - Suspension* code includes the sub-level codes for In School Suspension and Out of School Suspension. However, both types of suspensions also report individually, so all three codes display in the Suspension section.

District Discipline Options

Menu ▾ Save ✓ Undo ↶ Add + Delete ✕

Discipline Options | **Summary Report Options**

Discipline Type Incident ▾

Injury Setup

Include student incident data marked with the selected injury flags as being injuries for the purpose of the report Injury Count. If Serious Bodily Injury is selected, but Injuries Sustained is not, any student marked as having a Serious Bodily Injury will be counted as injured, otherwise the incident will be included in the No injury counts.

Injuries Sustained Serious Bodily Injury

Disposition Setup

Expulsion Chooser ...

Suspension Chooser ...

✕	Line	Category Description	Violation Description	Detail Description
<input type="checkbox"/>	1	SUS - Suspension		
<input type="checkbox"/>	2	SUS - Suspension	ISS - In School Suspension	
<input type="checkbox"/>	3	SUS - Suspension	OSS - Out of School Suspension	

District Discipline Options Screen, Summary Report Options Tab

Staff Roles

Set up staff names used in the Discipline and Conference nodes on the Staff screen. For a staff member to show available in a list, they require the **Conference** or **Discipline** role selected under their Staff Role. The **Conference** role enables the staff member on the Student Conference screen and the **Discipline** role .

1. Navigate to **Synergy SIS > Staff > Staff**.
2. Select one of the following as the **Staff Role**, for a staff member to show available in a list.
 - *Conference* – Enables the staff member on the Student Conference screen
 - *Discipline* – Enables the staff on the various discipline screens

The screenshot shows the 'Staff' form in Synergy SIS. The 'Staff Role' section on the right is highlighted with a red box and contains the following options:

- Role Type
- Audiology
- Conference
- Discipline
- Health
- Rater

Staff Screen

Attendance Setup

Attendance Codes (ATR)

Attendance Reason (ATR) codes identify when a disposition results in a student absence, such as a suspension or expulsion.

See the *Synergy SIS – Attendance Administrator Guide* for more information on setting up Attendance Reason Codes.

The following locations use these codes:

- **ATR** column in the Disposition section on the Student Incident screen.

Student Incident

Student Name: **Mason, Heather C.** School: **Hope High School** Status: **Active** Homeroom:

Discipline | Discipline History

Last Name Mason | **First Name** Heather | **Middle Name** Cheryl | **Suffix** | **Perm ID** 997253 | **Grade** 09

Gender Female

Line | Incident Date

1 | 05/13/2015

Student Incident Detail | Incident Detail | Incident Violations | Interventions | Additional Information | Enrollment Restrictions

Incident ID: 100103 | Incident Date: 05/13/2015 | Entered By: User, Admin | Referred By: Jones, Davy | Referrer Type:

Violation(s) associated with incident require that this incident be reported to police.

Print Discipline Report

Student Incident Information

Offender Information

Disposition Information

Hours: | Days: 0.00 | Demerits: 0 | [Recalculate Demerits](#) | Hearing Office Disposition: | Hearing Office Disposition Date:

Disposition + Add + Add Wizard ...

Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
1	Detention	05/13/2015	05/15/2015				User, Admin	

Student Incident Screen, Student Incident Detail

- **ATR** column in the Disposition section on the Incidents screen.

The screenshot shows the 'Incidents' application interface. At the top, there are navigation buttons: Menu, Save, Undo, Add, and Delete. Below this, incident details are displayed: Incident ID: 100103, Incident Date: 05/13/2015, Referred By: Jones, Davy, Entered By: User, Admin, Organization Name: Hope High School. The 'Participants' tab is selected and highlighted with a red box. A green banner message states: 'Violation(s) associated with incident require that this incident be reported to police.' Below this, a table lists participants with columns for Line, Student Name, and Student Incident Detail (highlighted with a red box). The 'Student Incident Detail' section is expanded, showing fields for Incident ID, Incident Date, Entered By, Referred By, and Referrer Type. It also includes sections for 'Print Discipline Report', 'Student Incident Information', 'Offender Information', and 'Disposition Information'. The 'Disposition Information' section contains fields for Hours, Days, Demerits, Recalculate Demerits, Hearing Office Disposition, and Hearing Office Disposition Date. At the bottom, a 'Disposition' table is shown with columns: Line, Disposition Code, Start Date, End Date, Detail, Hours, Days, Staff Name, and ATR (highlighted with a red box). The table contains one row with Line 1, Disposition Code 'Detention', Start Date 05/13/2015, End Date 05/15/2015, Staff Name 'User, Admin', and a dropdown arrow in the ATR column.

Incidents Screen, Participants Tab, Student Incident Detail

Deleting Dispositions and Attendance

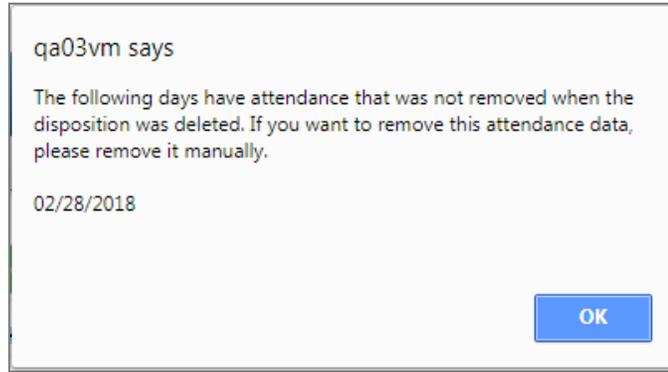
Determine how you want to handle disposition attendance codes when deleting dispositions.

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Options.**
2. Select a **Disposition Attendance Option.**

The screenshot shows the 'District Discipline Options' configuration screen. The 'Incident Discipline Options' section includes settings for Incident ID Numbering, Disposition Add Option, Incident Violation Display, Show Severity Level as Lookup, Incident Location, Incident Participant, Show Referred By Staff As Foreign Key (checked), Icon to use for Special Ed indicator, Incident Review Mode, and Incident Date Validation. The 'Incident Disposition Options' section includes Require Disposition Record and Disposition Attendance Option. The Disposition Attendance Option dropdown is open, showing three options: 'Do not remove attendance.', 'Do not remove attendance. Display a message to the user.', and 'Remove any attendance that matches the deleted disposition's ATR code.'

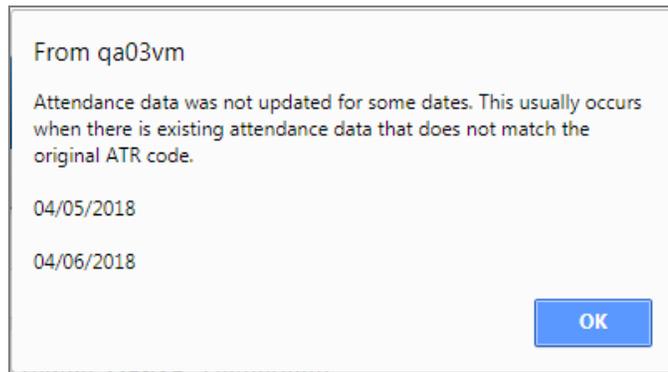
District Discipline Options Screen

- *Do not remove attendance* – Attendance (ATR code) added through disposition incident does not delete even after removing the disposition.
- *Do not remove attendance. Display a message to the user* – Synergy SIS displays a warning message when removing the disposition. Attendance (ATR code) added through disposition incident does not delete. Users must delete it manually.



Student Incident Screen

- *Remove any attendance that matches the deleted disposition's (ATR code)* – Synergy SIS removes any attendance added through disposition incident after removing the disposition.



Student Incident Screen



Synergy SIS does not override or delete pre-existing attendance unless it matches the ATR code. It displays a warning message for pre-existing attendance.

3. Click **Save**.

Other District

This screen enables districts to enter district information for other districts. Once entered, you can select the other district on the Non-District School screen. This screen enables districts to attach a different school and district to an incident and have that information populate onto the DCV extract. The system adds that district's school and district to the DCV extract.

1. Navigate to **Synergy SIS > System > Setup > Other District**.

Other District Screen

2. Click **Add** to open the Other District (Add) screen.
3. Enter all the pertinent information regarding the other district. Make sure to add the State District Code.

 The DCV extract uses the State District Code.

4. Click **Save**.

Non-District School

1. Navigate to **Synergy SIS > System > Setup > Non-District School**.
2. Select the **District Name** the school is associated with in the School Info section.

Non-District School Screen

3. Click **Save**.

Enabling Detention Check In

You must define the Detention Types and Disposition Codes to use for Detention Check In in Synergy SIS.

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Options**.
2. Click **Add** in the Detention Type section to create a new line.
3. Enter the **Detention Session Type** and the **Default Hours**.
4. Select the **Use For Detention** option for the Disposition Code to use with the Detention Check In feature.

Line	Detention Session Type	Default Hours
1	Before School	1.00
2	Recess (AM)	1.00
3	After School	1.00
+		

Line	Description	Disposition Code	Use For Detention
1	Actions Completed In One Day	AZA01	<input type="checkbox"/>
2	Actions Completed In One Or More Days	AZA02	<input type="checkbox"/>
3	Actions Completed In One Or More Days Be	AZA03	<input type="checkbox"/>
4	Due Process	AZD01	<input type="checkbox"/>
5	Due Process / Disciplinary Removal / Exp	AZD02	<input type="checkbox"/>
6	Due process / Disciplinary Removal / Rem	AZD03	<input type="checkbox"/>
7	Due Process / Reassignment	AZD04	<input type="checkbox"/>
8	Victim Related Actions	AZV01	<input type="checkbox"/>
9	Detention	DET	<input checked="" type="checkbox"/>
10	Detention Served	SRV	<input type="checkbox"/>

District Discipline Options Screen

5. Click **Save**.

Migrating Data to the Discipline Incident Node

Most student information systems keep discipline data in a format similar to the Discipline node, with one student associated with a discipline record. Schools new to Synergy SIS or those with existing data in Discipline must convert this data to the Discipline Incident node format for state reporting requirements.

Migrating Discipline Data to Synergy

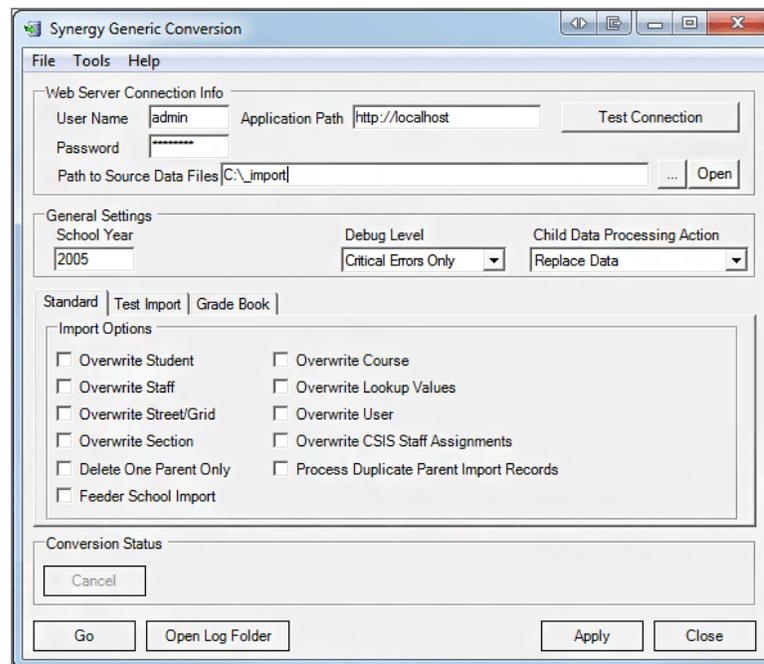
Schools new to Synergy SIS must migrate school data to the Discipline node before proceeding further. After this process completes, use the section below to convert data to the proper format.



See the *Data Conversion Guide* for more information about converting discipline data to Synergy SIS.

Converting Data to the Discipline Incident Node

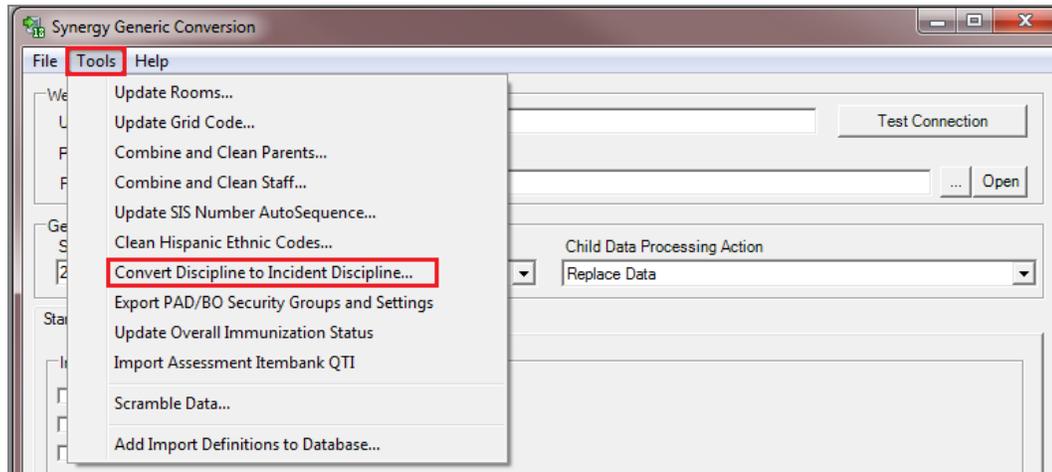
1. Launch the **Generic Data Conversion** software.



Synergy Generic Data Conversion Software

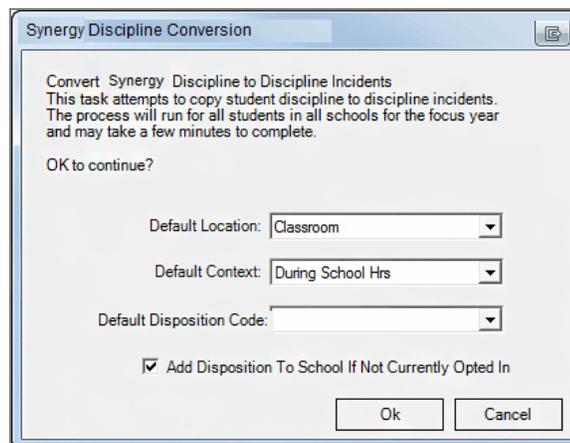
2. Enter the **User Name** and **Password** for an admin user or a user with full access to discipline records.
3. Enter the **URL** of the Synergy web server in Application Path.
4. Enter the **School Year** of the data being converted as a four-digit number, such as 2019 for the school year of 2019-2020. You must convert each year separately.

5. Select the logging level used in the **Debug Level** list.
 - *Critical Errors Only* – logs only validation errors
 - *Verbose* – logs every discipline record and action processed
6. Select *Convert Discipline to Incident Discipline* from the **Tools** menu.



Synergy Generic Data Conversion Software

7. Select a **Default Location**, **Default Context**, and **Default Disposition Code** to enter into converted records.



Synergy Generic Data Conversion



If the text in the location field is six or fewer characters, Synergy SIS automatically uses it instead of the Default Location when converted from the Discipline node.

8. Select **Add Disposition To School If Not Currently Opted In** to opt-in a school to any missing dispositions.
9. Click **OK**.

Changing the ParentVUE/StudentVUE Default Discipline Screen

After converting to the Discipline Incident node, you must update the default discipline screen in ParentVUE and StudentVUE.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select the **Discipline Type** in the Other Options section.
 - *Incident* displays new information from the Discipline Incident node.
 - *Student* displays previous information from the Discipline node.
4. Select the **Incident Violation Display**.
 - **Entire Violation** shows all levels of the violation, including category and violation detail.
 - **Lowest Level Violation Only** shows only the lowest level recorded. Only the violation shows when no detail level is chosen.

District Setup Screen, System Tab

5. Click **Save**.



You can also set these options through **Synergy SIS > Discipline Incident > Setup > District Discipline Options**.



After converting data to the Discipline Incident node, you can remove the Discipline node from the Navigation Tree by adjusting the PAD Tree Security screen. See the *Synergy SIS – Security Administrator Guide* for instructions on modifying security.

Chapter 3: Disciplinary Action Documents

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Disciplinary Action Form

The Disciplinary Action Form allows educators to provide a form and cover letter to a student's parents to notify them of a disciplinary incident. Users can print this letter from any discipline node.

Student Discipline

Menu | < | Q | > | Save | Undo

Student Name: **Mason, Heather C.** School: **Hope High School** Status: **Active** Homeroom:

Discipline | [Discipline History](#)

Last Name	First Name	Middle Name	Suffix	Perm ID
Mason	Heather	Cheryl		997253

Grade: 09 | Gender: Female

Counts and Totals

Discipline Incidents

Line	Description	Description
1	Defiance	Defiance
2	Alcohol	

Print Discipline Report

[Print Disciplinary Action Form](#) Merge Document Merge Language

Student Discipline Screen, Discipline Incidents Detail

Incidents

Menu | < | Q | > | Save | Undo | + Add | X Delete

Incident ID: **100103** Incident Date: **05/13/2015** Referred By: **Jones, Davy** Entered By: **User, Admin** Organization Name:

[Information](#) [Participants](#) [Violations](#) [Documents](#)

Date	Time	Incident ID	Referrer Last Name	Referrer First Name
05/13/2015	1:30 PM	100103	Jones	Davy

Referral Date: 06/09/2015 | Entered By: User, Admin

Violation(s) associated with incident require that this incident be reported to police.

Line	Student Name	Student Incident Detail	Incident Detail	Incident Violations	Interventions
1	(Abbott, Bobby C.)	Enrollment Restrictions			
2	(Da Silva, Louis J.)				
3	Eastwood, Clint				
4	Grant, Cary				
5	Mason, Heather C.				

Print Discipline Report

[Print Disciplinary Action Form](#) Merge Document Merge Language

Incidents Screen, Participants Tab, Students Involved Detail

Student Incident

Menu ▾
◀ 🔍 ▶
🖨️
✓ Save
↶ Undo

Student Name: **Mason, Heather C.** School: **Hope High School** Status: **Active** Homeroom:

Discipline [Discipline History](#)

Last Name	First Name	Middle Name	Suffix	Perm ID
Mason	Heather	Cheryl		997253

Grade: 09 Gender: Female

Quick Add Incident
Add Existing Incident
Create New Incident

☑ Counts and Totals

☑ Discipline Incidents

Line	Incident Date	Student Incident Detail	Incident Detail	Incident Violations	Interventions
1	05/13/2015	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>Incident ID: 100103</p> <p>Incident Date: 05/13/2015</p> <p>Entered By: User, Admin</p> <p>Referred By: Jones, Davy</p> <p>Referrer Type:</p> </div> <div style="width: 70%;"> <p>Violation(s) associated with incident require that this incident be reported to police.</p> </div> </div>			

☑ Print Discipline Report

[Print Disciplinary Action Form](#)
Merge Document
Merge Language

Student Incident Screen, Discipline Incidents Detail

Printing a Disciplinary Action Form

1. Navigate to **Synergy SIS > Discipline Incident > Student Incident**.
2. Leave **Merge Document** blank in the Print Discipline Report section.

Student Incident Screen

3. Click **Print Disciplinary Action Form**. Once completed, the form opens as a PDF that you can save or print.

Sample Disciplinary Action Form

		Hope High School			Year: 2014-2015	
		Disciplinary Action Form			Report: ADS801	
School Phone Number: 949-555-1212						
Student Information						
Last Name:	First Name:	Middle Name:	Gender:	Grade:	Birth Date:	
Aardvark	Arthur		Male	09	01/06/1999	
Perm ID:	Extension:	Home Room:	Home Room Teacher:			
997184						
Custodial Information						
Biological Mother:	Type:	Phone:	Extension:			
Aardvark, Anna						
Disciplinary Incident						
Incident Date:	Incident Time:	Location:	Referred By:			
02/19/2015	2:30 PM	south hallway	Nikki Settelmeyer			
Description:	Staff Name:					
Aggression	Allman, Donna					
Comment: Arthur pushed another student down the stairs.						
Action Taken						
Disposition Date	Disposition End Date	Disposition	Days	Duration	Staff Name	
02/19/2015	02/24/2015	Detention	0.0		Allman, Donna	
Dear Parent, From time to time, part of a child's growing process involves making mistakes at school. The purpose of this report is to inform you of action taken by the school staff to help your child correct his/her mistakes. You are encouraged to discuss this action with your child and to support the action. Please sign this copy and return it to school.						
Signatures						
Principal/Designee _____						
<input type="checkbox"/> The charges were explained to the student. The student was given the opportunity to explain his/her involvement or non-involvement.						
Parent/Guardian _____ (signature acknowledges receipt of form only)						
Student _____						

Sample Discipline Action Form

Disciplinary Action Form Cover Letter

Administrators can create cover letters for different dispositions of incidents, such as detention or expulsion, and in multiple languages. Synergy SIS creates the letters in Microsoft Word and merges them with customizable information from a discipline record.

Creating a Cover Letter

1. Create a new document in any version of Microsoft Word.
2. Write a letter in the preferred format.
3. Add the fields to merge with information from the discipline record using Word's Insert Merge Field command.
 - Field names display as: <<FieldName>>
 - Common field names include FirstName, LastName, Address, CityStateZipCode, Description, IncidentDate, and IncidentTime.
4. Click **Save**.



See *Synergy SIS – System Administrator Guide* or *Synergy SIS – Mail Merge 2.0* for more information on creating mail merge documents.

Uploading a Cover Letter to Synergy

1. Navigate to **Synergy SIS > System > Setup > Mail Merge Definition** to create a school-specific letter or **Synergy SIS > System > Setup > Mail Merge District Definition** to create a district-wide letter.

Line	Language	Revision	Document	Date Added	User Who Added

Mail Merge Definition Screen

2. Click **Add** to open the Mail Merge Definition (Add) screen.

3. Enter a **Name** for the cover letter.

The screenshot shows the 'Mail Merge Definition' window. At the top, there are 'Save' and 'Close' buttons. Below, there are five fields: 'Name' (with a green highlight), 'Type' (a dropdown menu), 'Default Language' (a dropdown menu), 'Report Name' (with a link icon), and 'Mail Merge Version' (a dropdown menu).

Mail Merge District Definition (Add) Screen

4. Select **General** for the **Type**.
5. Choose the **Default Language** used for the cover letter. This can be any language defined within Synergy.
6. Click  next to **Report Name** to open the Find: ReportDef screen.

The screenshot shows the 'Find: ReportDef' window. It has a search bar with 'ads' entered in the 'Number' field. Below the search bar is a table of results:

Line	Namespace	Name	Number
1	K12.DisciplineInfo.Reports	Disciplinary Action Form	ADS801
2	K12.DisciplineInfo.Reports	Discipline Disposition List	ADS403
3	K12.DisciplineInfo.Reports	Discipline Summary by Ethnic Code	ADS602

Find: ReportDef Screen

7. Enter **ADS** in the **Number** field if using the Discipline node or **IDS** if using the Discipline Incident node.
8. Click **Find**. A list of reports display.
9. Double-click the **Disciplinary Action Form** report.
10. Click **Save** to add the report to the Mail Merge Definition screen.

The screenshot shows the 'Mail Merge District Definition' window after adding a report. The 'Name' field now contains 'Hope HS Suspension Cover Letter', 'Type' is 'General', and 'Default Language' is 'English'. The 'Report Name' field is 'IDS801 - Disciplinary Action Form' and 'Mail Merge Version' is empty.

Mail Merge District Definition Screen

- Click **Add** in the Mail Merge Documents section.

The screenshot shows the 'Mail Merge Definition' interface. At the top, there are navigation buttons: Menu, back, search, forward, print, save, undo, add, and delete. Below this, the 'Name' is 'Disciplinary Action Form', 'Type' is 'Default', and 'Default Language' is 'English'. There are input fields for 'Name' (Disciplinary Action Form), 'Type' (dropdown), 'Default Language' (dropdown), 'Report Name' (ADS801 - Disciplinary Action Form), and 'Mail Merge Version' (dropdown). A section titled 'Mail Merge Documents' contains a table with columns: X, Line, Language, Revision, Document, Date Added, and User Who Added. A red box highlights the '+ Add ...' button in the top right of this section.

Mail Merge Definition Screen

- Select the Word document that contains the cover letter.
- Click **Open**.
- Click **OK** once the upload completes.

This screenshot is similar to the previous one, but the 'Save' button is now green and the 'Add' button is blue. In the 'Mail Merge Documents' table, the first row is highlighted with a red border. The row contains: a checkbox, '1' in the 'Line' column, 'English' in the 'Language' column, an empty 'Revision' column, a Word document icon in the 'Document' column, '06/09/2015 14:12:00' in the 'Date Added' column, and 'User, Admin2 S' in the 'User Who Added' column.

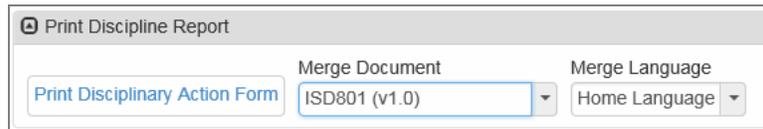
Mail Merge Definition Screen

- Enter a **Revision** name or number, if preferred.
- Click **Save**.



You can attach multiple documents to one definition, such as documents written in different languages. View existing attached documents by clicking the Word icon in the **Document** column and delete them by selecting the option in the **X** column. All attached documents require deletion before removing a definition.

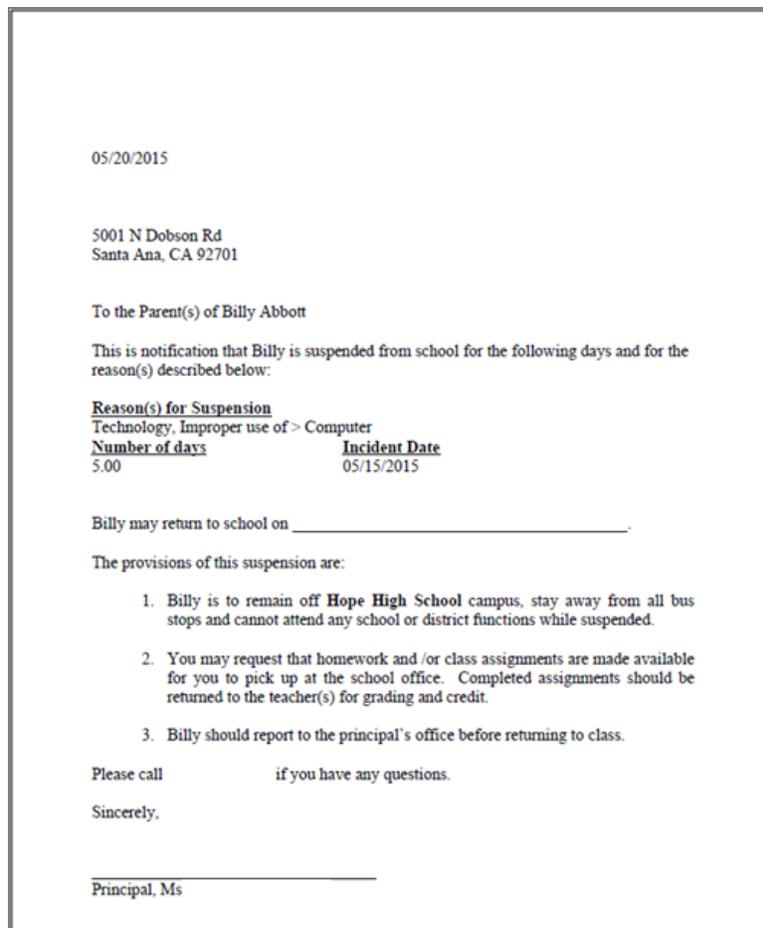
Printing a Cover Letter



Print Discipline Report Section

1. Navigate to the Print Discipline Report section on any discipline incident.
2. Select the letter from the **Merge Document** field.
3. Click **Print Disciplinary Action Form**.

Sample Cover Letter



Sample Cover Letter

Chapter 4: Security

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Security Overview

The PAD Security screen (**Synergy SIS > System > Security > PAD Security**) and the Security Definition screen (**Synergy SIS > System > Security > Security Definition**) define security for each of the screens discussed in this guide. This section outlines the security location for each of the screens within Security Definition.



Edupoint recommends that users only secure reports through PAD Security instead of the Security Definition screen.



See the *Synergy SIS – Security Administrator Guide* for more details regarding security definitions.

Discipline and Conference Security Settings

In addition to the PAD Tree and Security Definition settings common to all nodes, the Discipline and Conference nodes also allow districts to set security on individual discipline or conference codes. For example, you can lock discipline incidents involving alcohol or drug codes to higher administration, while other discipline codes remain available to everyone.

You can configure five levels of security where administrators assign each user or user group to a level. Levels are cumulative, which means a user with Medium security can see all discipline codes set to Lowest, Low, or Medium security.

Security Levels for Student Discipline Screen Codes

1. Navigate to **Synergy SIS > Discipline > Setup > District Discipline Code**.
2. Select the appropriate level in the **Security** column.

×	Line	Display Order	Discipline Code	Description	Security	Mandatory	SASI III Code
■	1	0	2100	17- fighting	Medium	<input type="checkbox"/>	
■	2	0	AS9	Attempted spitting	Highest	<input checked="" type="checkbox"/>	
■	3	0	AZ05	Aggression	Medium	<input type="checkbox"/>	
■	4	0	AZ10	Dangerous Items	Medium	<input checked="" type="checkbox"/>	
■	5	0	AZ12	Lying, Cheating, Forgery o	Medium	<input checked="" type="checkbox"/>	

District Discipline Code Screen

3. Click **Save**.

Security Levels for Incidents and Student Incident Screen Codes

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup**.
2. Select the level in **Security**. Only top-level codes have security levels.

District Discipline Code Setup

Menu

Discipline Code: **2100** Description: **17- fighting** State Code: Ed-Fi Code: Alt State Code:

Discipline Codes

Code	Description	State Code	Alt State Code	Old Sis Code
2100	17- fighting			

Ed-Fi Code **Security** Display Order **0** Severity Level **4**

Report To State Mandatory Mandatory Law Enforcement Notification Include In TeacherVUE

District Discipline Code Setup Screen

3. Click **Save**.

Security Levels for Student Conference Screen Codes

1. Navigate to **Synergy SIS > Student > Setup > Conference Visitation Codes**.
2. Select the level in the **Security** column.

Conference Visitation Codes

Menu

School Year: **2014-2015**

Conference Codes

Codes

Line	Conf Code	Description	Security
1	00	Student Meeting	Low
2	01	Parent Meeting	
3	02	Emotional Issue	Medium

Conference Visitation Codes Screen

3. Click **Save**.

Assigning Security to User Groups

1. Navigate to **Synergy SIS > System > User > User Groups** or **User**.
2. Select the group to edit.
3. Select the **Security Settings** tab.
4. Set the group security level for Discipline screens and Discipline Incidents.
 - **Discipline Security** – Determines the security level for accessing discipline records. For example, users with *Medium* security can view *Low* security incidents, but cannot view *High* security incidents.
 - **Discipline Organization Security** – Select an option for organization security.
 - *Current Organization Only* allows users to see discipline events in the current school only.
 - *View All – Obey Organizational Security* allows access based on the users' rights to information from other schools.
 - *View All – Disregard Organizational Security* allows users to see all discipline incidents, regardless of school or users' rights.
5. Set the group security level that determines the security level for accessing conference records in **Conference Visitation**. For example, users with *Medium* security can view *Low* security student conference records, but cannot view *High* conference records.

User Groups Screen, Security Settings Tab

6. Click **Save**.

Discipline and Conference Security

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Conference Visitation Codes	Student > Setup	Conference Codes	All	All	K12.ConferenceInfo.Setup.ConferenceVisitationCode
District Discipline Code	Discipline > Setup	District Discipline Codes	All	All	K12.DisciplineInfo.Setup.DistrictDisciplineCode
District Discipline Code Setup	Discipline Incident > Setup	Discipline Codes	All except Discipline Codes and Discipline Codes Detail	All	K12.DisciplineInfo.Setup.DistrictDisciplineCode
			Discipline Codes	All	K12.DisciplineInfo.Setup.DistrictDisciplineCodeSub1
			Discipline Codes Detail	All	K12.DisciplineInfo.Setup.DistrictDisciplineCodeSub2
District Discipline Options	System > Setup	All	All	All	N/A
District Disposition Code Setup	Discipline Incident > Setup	Disposition Codes	All except Disposition Codes and Disposition Codes Detail	All	K12.DisciplineInfo.Setup.DistrictDispositionCode
			Disposition Codes	All	K12.DisciplineInfo.Setup.DistrictDispositionCodeSub1
			Disposition Codes Detail	All	K12.DisciplineInfo.Setup.DistrictDispositionCodeSub2

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Incidents	Discipline Incident	Information	All except Weapons, Location, Other Schools, Non-District Schools	All	K12.DisciplineInfo.SchoolIncident
			Location	All	K12.DisciplineInfo.SchoolIncidentLocation
			Other Schools	All	K12.DisciplineInfo.SchoolIncidentOrganization
		Participants	Students Involved	All	K12.DisciplineInfo.IncidentStudentGrid
			Incident Violations on the Incident Violations tab on the Students Involved Detail	All	K12.DisciplineInfo.ViolationIncidentStudentGrid
			Other Involved Persons except for Other Involved Persons Detail	All	K12.DisciplineInfo.StudentNonIncidentDiscipline
			Incident Violations tab on the Other Involved Persons Detail	All	K12.DisciplineInfo.ViolationIncidentNonStudentGrid
		Violations	All except Participants tab on Violations Detail	All	K12.DisciplineInfo.StudentIncidentViolation
			Participants tab on Violations Detail	All	K12.DisciplineInfo.StudentIncidentViolationGrid

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Incidents 2019	Discipline Incident (View Substitution)	Information	N/A	Add New, Delete, and Edit template icons	Revelation.RevTemplateDef
			All except Weapons, Location, Other Schools, Non-District Schools	All	K12.DisciplineInfo.SchoolIncident
			Location	All	K12.DisciplineInfo.SchoolIncidentLocation
			Violations	All	K12.DisciplineInfo.StudentIncidentViolation
			Participant Totals	All	K12.DisciplineInfo.SchoolIncident
			Students Involved	All	K12.DisciplineInfo.IncidentStudentGrid
			Other Involved Persons	All	K12.DisciplineInfo.StudentNonIncidentDiscipline
			Other Schools	All	K12.DisciplineInfo.SchoolIncidentOrganization
			Non-District Schools	All	K12.DisciplineInfo.SchoolIncidentNonDistrict
		Related Incidents	All	K12.DisciplineInfo.LinkedIncidentsGrid	
		Documents	All except Documents grid	All	K12.DisciplineInfo.SchoolIncident
Documents	All		K12.DisciplineInfo.SchoolIncidentDoc		
School Discipline Code	Discipline > Setup and Discipline Incident > Setup	School Discipline Codes	All	All except Security column	K12.DisciplineInfo.Setup.SchoolDisciplineCodeGrid
			School Discipline Codes	Security column	K12.DisciplineInfo.Setup.SchoolDisciplineCode
School Disposition Code	Discipline Incident > Setup	School Disposition Codes	All	All	K12.DisciplineInfo.Setup.SchoolDispositionCodeGrid
Seclusion / Restraint	Student	N/A	Incidents, Incidents Detail	Description, Comments, Student Injuries, Staff Injuries	K12.SeclusionRestraintInfo.SeclusionRestraint
			Staff Involved (Incidents Detail)	All	K12.SeclusionRestraintInfo.SeclusionRestraintStaff
			Parental Notification (Incidents Detail)	All	Revelation.RevPersonContact
Seclusion / Restraint Options	Student > Setup	N/A			K12.Setup.DistrictSetup
Student Conference	Student	All	All	All	K12.ConferenceInfo.StudentConference

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Student Discipline	Discipline	All	All except Disposition on Discipline Incidents Detail	All	K12.DisciplineInfo.StudentDiscipline
		Discipline	Disposition on Discipline Incidents Detail	All	K12.DisciplineInfo.StudentDisciplineDisposition
Student Disposition	Discipline Incident > Student Incident, Discipline Incidents Detail, Detail, Seclusion / Restraint Detail	Information	Associated Violations	All	K12.DisciplineInfo.StudentDispositionViolationGrid

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Student Incident	Discipline Incident	Discipline	All except where indicated below	All	K12.DisciplineInfo.StudentIncidentGrid
			Student Incident Detail tab on the Discipline Incidents Detail except Disposition and Special Ed Indicator	All	K12.DisciplineInfo.StudentIncidentDiscipline
			Disposition on the Student Incident Detail tab on the Discipline Incidents Detail	All	K12.DisciplineInfo.StudentIncidentDisposition
			Top section of the Student Incident Detail tab on the Discipline Incidents Detail	Special Ed Indicator	K12.Student.IndicatorSpeced
			All except Incident Locations on the Incident Detail tab on the Discipline Incidents Detail	All	K12.DisciplineInfo.SchoolIncident
			Incident Locations on the Incident Detail tab of the Discipline Incidents Detail	All	K12.DisciplineInfo.SchoolIncidentLocation
			Incident Violations tab on the Discipline Incidents Detail	All	K12.DisciplineInfo.ViolationIncidentStudentGrid
			Additional Information tab on the Discipline Incidents Detail	All	K12.DisciplineInfo.StudentIncidentDiscipline

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Student Incident 2019	Discipline Incident (View Substitution)	Discipline	N/A	Add New, Delete, and Edit template icons	Revelation.RevTemplateDef
			Counts and Totals	Total Hours, Total Days, Total Demerits	K12.DisciplineInfo.StudentIncidentDisciplineUI
				Resolved Race/Ethnicity	K12.Student.EthnicCode
				Instructional Setting	K12.EnrollmentInfo.StudentSOREnrollment.InstructionalSetting
		Discipline Incidents	All	K12.DisciplineInfo.StudentIncidentGrid	
		Discipline History	Discipline Incidents	All	K12.DisciplineInfo.StudentIncidentDiscipline
		Detention History	Detention Totals	All	K12.EnrollmentInfo.StudentSOREnrollment
			Detention Served	All	K12.DisciplineInfo.StudentDetentionSessionServed