



Texas Skyward User Group Conference

Advantages of Using Action Details in Skyward

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Advantages of Using Action Details in Skyward



This session will focus on the advantages of using Action Details in Skyward Discipline records.

- **Discipline District Setup (WS\OF\DI\PS\CF\DS)**
 - Two options for setting up Action Details
- **How to enter actions using Action Details (WS\OF\DI\BO) OR (WS\OF\DI\BS) OR (WS\ST\TB\DI\DI)**
 - Actions can be added with Action Details created simultaneously.
- **Action Detail Update (WS\OF\DI\AC)**
 - Filter Options can be set to see specific records
 - Discipline Records can be closed out or reissued from one screen.
- **Suspension/Expulsion and Attendance Audit Report (WS\OF\AT\RE\VR\AU)**
 - Report compares Attendance records with Discipline to verify both records are correct.

The Discipline District Setup has two options for Action Details.
(WS\OF\DI\PS\CF\DS)

Discipline District Setup - Entity 000 - WS\OF\DI\PS\CF\DS - 8553 - 05.17.06.0...

Discipline District Setup

- Require same Offense code for a single Incident Number
- Only allow Staff marked as Discipline Officer to be assigned to an Offense/Action
- Only allow specified Actions for an Offense
- Force an Incident Number to be entered for each Offense
- Use Discipline Offense and Action Points
- Reset Incident Number to "1" each school year
- Default Create Action Detail Records to checked when adding Action Summary records
- Replace Referred by Type of Other with district defined codes Other Type Codes
- Display Offenses for all entities
- Force number of Action days to equal number of Action Detail days
- Allow a suspension Action date to come before the Offense date
- Restrict access to Discipline records from prior years ? Users Excluded from restriction
- Use Possible Motivation field for student Offenses
- Use Offense Levels
 - Allow override of Offense codes' default Offense Levels

The following options apply to both Student Management and Educator Access Plus

- Restrict Offense Time entry to quarter hour increments
 - Automatically round Offense Time to closest quarter hour
- Use Classroom Referrals
 - Add Validation Message for Teachers Validation Message
 - Allow Classroom Referral Actions ?

Action Details can be auto created when as the action is created. Users can also use the option to only create actions for School Days.

Add Action Summary - Entity 001 - WS\OF\DI\BO - 10865 - 05.17.06.00.06 - Internet Explorer

Add Action Summary

Student
 Student: MIRABNAK000 Mirabellascr Nakia O
 Entity: 001 CHUCK NORRIS HS (GR 9-12)

Action Summary

* Action: 06 IN-SCH SUSPENS Action Status: Open
 Suspension Type: In School School: 001 School (001)
 * Ordered Date: 08/25/2017 Friday School Year: 2017-18
 Return Date: Diff. Reason:
 Total Time: 3.00 Days Days Served: 0.00
 Parent Notified Follow Up Officer: SMITHSUZ000 Smithwick Suzanne
 Points: 0.00 Authorized By: SMITHSUZ000 Smithwick Suzanne
 Comments:
Maximum characters: 5000, Remaining characters: 5000

Predefined Comments: [Insert Predefined Comment]

Create Action Detail Records From The Action Detail Default Values You Have Saved?
 Only Create Detail Records for School Days

* Detail Start Date: 08/25/2017 Friday Action Detail Location:
 * Detail End Date: 08/29/2017 Tuesday

Action Details

	Date to Serve	Time	Status	Length (Hours)	Time Served	Location	Parent Notified
Edit	08/25/2017	11:40 AM	Open	1.00	0.00		No
Edit	08/28/2017	11:40 AM	Open	1.00	0.00		No
Edit	08/29/2017	11:40 AM	Open	1.00	0.00		No

When Action Detail Records are used, the Suspension/Expulsion and Attendance Audit Report can be run. This report will compare the attendance and the action detail records to verify that both record types match up.

(WS\OF\AT\RE\VR\AU)

Suspension/Expulsion and Attendance Audit Report - Entity 001 - WS\O

Suspension/Expulsion and Attendance Audit Report

Template Settings

* Template Description:

Share with other users in entity 001

Print Greenbar

Student Selection

By Range By Individual

Report Ranges

Low High

* Date:

Also Validate Attendance with no Suspension/Expulsion

Suspension/Expulsion Types

Expulsions

Use Suspension/Expulsion to Attendance Absence Types

Select Absence Types

In School Suspensions

Use Suspension/Expulsion to Attendance Absence Types

Select Absence Types

Out of School Suspensions

Use Suspension/Expulsion to Attendance Absence Types

Select Absence Types

Interim Alternative Educational Setting

Use Suspension/Expulsion to Attendance Absence Types

Select Absence Types

This report shows 2 students with 3 days of ISS. The attendance records do not indicate ISS attendance types.

On student shows ISS attendance records, but has no Suspension Discipline records.

<u>Student Key</u>	<u>Name</u>	<u>Grade</u>
ANDREORV000	Andreascr, Orville E.	10
Suspension/Expulsion with Attendance Discrepancy		
Offense Date: 07/27/2017 Offense: CELL PHONE USE Incident #: 4		
Action Date: 08/28/2017 Action: IN-SCH SUSPENS Susp Type: In School Total Time: 3 Days		
08/28/2017	1: - * 2: - * 3: - * 4: - * 5: - * 6: - * 7: - * 8: - *	
08/29/2017	1: - * 2: - * 3: - * 4: - * 5: - * 6: - * 7: - * 8: - *	
08/30/2017	1: - * 2: - * 3: - * 4: - * 5: - * 6: - * 7: - * 8: - *	
MIRAENAK000	Mirabellascr, Nakia O.	10
Suspension/Expulsion with Attendance Discrepancy		
Offense Date: 07/27/2017 Offense: CELL PHONE USE Incident #: 7		
Action Date: 08/25/2017 Action: IN-SCH SUSPENS Susp Type: In School Total Time: 3 Days		
08/25/2017	1: - 2: - 3: - 4: - 5: - * 6: - 7: - 8: -	
08/29/2017	1: U- * 2: U- * 3: U- * 4: U- * 5: U- * 6: U- * 7: U- * 8: U- *	
08/30/2017	1: - * 2: - * 3: - * 4: - * 5: - * 6: - * 7: - * 8: - *	
MIXERROG000	Mixarscr, Rogelio D.	12
Attendance with Suspension/Expulsion Discrepancy		
09/21/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/20/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/19/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/18/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/15/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/14/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/13/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/12/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/11/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/08/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/07/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/06/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/05/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/04/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
09/01/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	
08/31/2017	1: I- * 2: I- * 3: I- * 4: I- * 5: I- * 6: I- * 7: I- * 8: I- *	



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THANK YOU FOR ATTENDING!

