



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.

Action Detail Records are not required for TX State Reporting, but they can be helpful for documenting discipline records accurately and running reports.

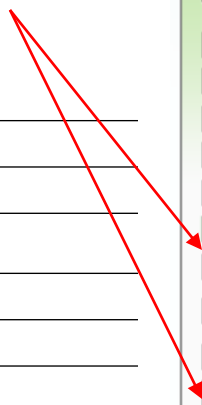
Texas State Reporting Training Manual

Public Education Information Management System (PEIMS)

school year of the continuation. This value is sent as the Date of Disciplinary Action in the 425 Record.

- **Total Time:** The Total Time represents the official length in days of a student’s disciplinary assignment. This value will be sent as the Official Length of Disciplinary Assignment.
- **Days Served:** The Days Served indicates the actual length in days of a student’s disciplinary assignment. This value will be sent as the Actual Length of Disciplinary Assignment in the 425 Record. Note: When an Action is marked as “Served” under the Action Status the Total Time will copy over to the Days Served value. This can also be updated by using Action Details and marking individual Action Detail records as Served.
- **Difference Reason:** The Difference Reason indicates the reason for the difference, if any, between the official and actual lengths of a student’s disciplinary assignment. This value will be sent as the Disciplinary Length Difference Reason code in the 425 Record.
- **Action Details** are not required for TX PEIMS but marking individual Action Details as Served will update the Days Served value.
- **For records that are a continuation from a prior year,** follow these guidelines on the Action:

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 the Discipline action record is created. Users can also use the option to only create actions for School Days.

Student
 Student: FEUCHCAM001 FEUCHTERS CR CAMERON CARLYLE
 Entity: 001 Texas Public HS (GR 9-12)

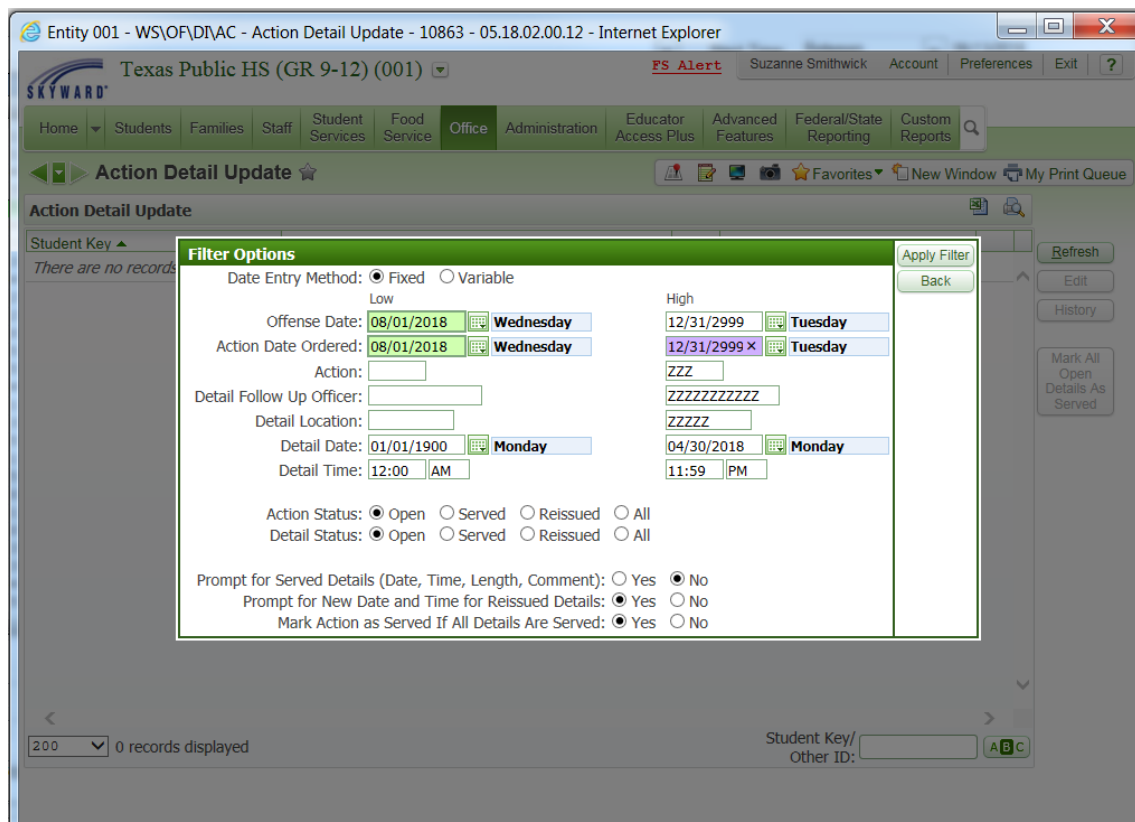
Action Summary
 * Action: 07 PLACED IN DAEP Action Status: Open
 Suspension Type: IAES School: 001 School (001)
 * Ordered Date: 08/30/2018 Thursday School Year: 2018-19
 Return Date: 10/13/2018 Saturday Diff. Reason:
 Total Time: 30.00 Days Days Served: 0.00
 Parent Notified Follow Up Officer: SMITHSUZ000 SMITHWICK SUZANNE
 Points: 0.00 Authorized By: SMITHSUZ000 SMITHWICK SUZANNE
 Comments:
Maximum characters: 5000, Remaining characters: 5000
 Predefined Comments:
 Create Action Detail Records From The Action Detail Default Values You Have Saved?
 Only Create Detail Records for School Days
 * Detail Start Date: 08/30/2018 Thursday Action Detail Location:
 * Detail End Date: 10/10/2018 Wednesday

Action Details

	Date to Serve	Time	Status	Length (Hours)	Time Served	Location	Parent Notified
Edit	08/30/2018	11:02 AM	Open	1.00	0.00		No
Edit	08/31/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/03/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/04/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/05/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/06/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/07/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/10/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/11/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/12/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/13/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/14/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/17/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/18/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/19/2018	11:02 AM	Open	1.00	0.00		No
Edit	09/20/2018	11:02 AM	Open	1.00	0.00		No

The Action Detail Update Filter Options determines what Action Detail Records are available to work with in the Action Detail Update.

(WS\OF\DI\AC)



The screenshot shows the Skyward web application interface for 'Action Detail Update'. A 'Filter Options' dialog box is open, allowing users to filter records based on various criteria. The dialog is divided into 'Low' and 'High' sections for date and time selection. It includes radio buttons for 'Date Entry Method' (Fixed or Variable), 'Action Status' (Open, Served, Reissued, All), and 'Detail Status' (Open, Served, Reissued, All). There are also checkboxes for 'Prompt for Served Details' and 'Mark Action as Served If All Details Are Served'.

Field	Low	High
Date Entry Method	<input checked="" type="radio"/> Fixed	<input type="radio"/> Variable
Offense Date	08/01/2018 Wednesday	12/31/2999 Tuesday
Action Date Ordered	08/01/2018 Wednesday	12/31/2999 x Tuesday
Action		ZZZ
Detail Follow Up Officer		ZZZZZZZZZZ
Detail Location		ZZZZZ
Detail Date	01/01/1900 Monday	04/30/2018 Monday
Detail Time	12:00 AM	11:59 PM
Action Status	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissued <input type="radio"/> All	
Detail Status	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissued <input type="radio"/> All	
Prompt for Served Details (Date, Time, Length, Comment)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Prompt for New Date and Time for Reissued Details	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Mark Action as Served If All Details Are Served	<input checked="" type="radio"/> Yes <input type="radio"/> No	

At the bottom of the dialog, there are 'Apply Filter' and 'Back' buttons. The background interface shows 'Texas Public HS (GR 9-12) (001)' and a message 'There are no records'.

When using Action Details, the Actions can be served or reissued quickly and easily through the Action Detail Update.

WS\OF\DI\AC

Home ▾ Students Families Staff Student Services Food Service **Office** Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

◀ ▶ **Action Detail Update** ☆

🔍 📄 📷 ⭐ Favorites 📄 New Window 🖨️ My Print Queue

Action Detail Update 📄 🖨️ Filter Options

	Student Key ▲	Student Name	Gr	Detail Date	Detail Time	Action Description	Length	Action Detail Status
1	▶ ANDREORV000	Andreescr Orville Z	10	08/28/2017 Mon	11:13 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
2	▶ ANDREORV000	Andreescr Orville Z	10	08/29/2017 Tue	11:13 am	IN-SCH SUSPENS	1.00 Day(s)	<input type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
3	▶ ANDREORV000	Andreescr Orville Z	10	08/30/2017 Wed	11:13 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
4	▶ MIRABNAK000	Mirabellascr Nakia O	10	08/25/2017 Fri	11:40 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
5	▶ MIRABNAK000	Mirabellascr Nakia O	10	08/28/2017 Mon	11:40 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
6	▶ MIRABNAK000	Mirabellascr Nakia O	10	08/29/2017 Tue	11:40 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
7	▶ SABATHY0000	Sabatscr Hyon D	09	08/28/2017 Mon	11:18 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
8	▶ SABATHY0000	Sabatscr Hyon D	09	08/29/2017 Tue	11:18 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
9	▶ SABATHY0000	Sabatscr Hyon D	09	08/30/2017 Wed	11:18 am	IN-SCH SUSPENS	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu
10	▶ UMINGIN000	Umingscr Gina Z	10	07/14/2017 Fri	12:16 pm	VERBAL WARNING	1.00 Day(s)	<input checked="" type="radio"/> Open <input type="radio"/> Served <input type="radio"/> Reissu

Refresh Edit History

Mark All Open Details As Served

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: - *	
MIRABENAK000	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- *	

End of presentation –
Extra space for other notes





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THANK YOU FOR ATTENDING!

