

Edit Checks

09/03/2026 6:45 am EDT

(NC) IAE01 Possible Duplicates



All incident information should be entered in compliance with the [Discipline Data Collecting and Reporting Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Summary

List of actions entered for an offender in an incident that has the same action code, start date, end date, and duration

Purpose

This check identifies where multiple actions entered for a student in an incident that have the same action code, start date, end date, and duration. The same action can be entered multiple times for a student in an incident, but each action will be added together to get the total number of days, etc. For example, multiple suspensions will be reported by the state as 1 suspension, but the days will be added together to determine if the suspension is a long-term or short-term suspension.

The "Number_Dups" column will start over at 1 for the next group of potential duplicate actions.

Severity

Warning

What to Review

Review the action code, start date, end date, and duration for the potential duplicate rows.

Report Content

Column Name	Description
endYear	School year selected for the report.

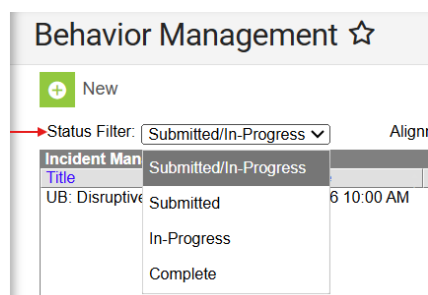
Column Name	Description
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
Duplicate_Entry_flag	Y value identifies an action that appears to be duplicated for the same incident/person/action combination.
Num_Dups	Identifies the number of possible duplicate records.

Recommended Action

Remove an unintended duplicate or confirm that each action is valid and should be counted.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.

- Click on the incident to review. Confirm the **Incident ID** matches before changing information.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select each **Resolution** to review the details.
- If it is confirmed that the resolutions are duplicated and the incident is locked, use the **Unlock** button at the top of the detail screen to unlock the incident. (Unlocking options are based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

New
 Unlock

Status Filter: Complete
Alignment Filter: Discipline/Award

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

Note: If it is determined that the resolutions are not duplicated, do not make changes to the incident and return to reviewing the report.

- Select the duplicate **Resolution** listed under the participant in the **Events and Participants** section.

Events and Participants
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

[Review Participants](#)

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

ISS (Resolution ID: 65437)

Add Event/Participant Add Resolution Add Behavior Response

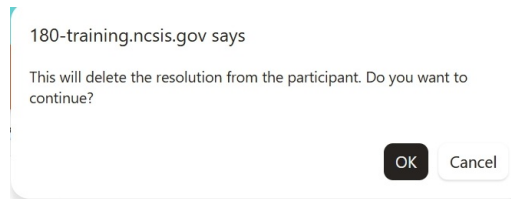
- Select **Delete** for any resolution that is confirmed to be a duplicate. (Delete options are based on tool rights).

Edit Resolution for John Eckel

Resolution Details
*Resolution Type: 002: ISS
Resolution ID: 65437
State Code: 002: ISS
*Resolution Assign Date: 02/11/2026 *Resolution Start Date: 02/12/2026 Resolution Start Time: Resolution End Date: 02/12/2026 Resolution End Time:
*Duration in School Days: 1.00 Days Remaining: 0
Attendance Code:
Behavior Admin Staff Name: Caldwell, Joshua
Details:
5th tardy 1 day ISS
- Modified by: Green, Marissa 08/09/2026 09:02

Save Delete Close

- Click **OK** to confirm deleting the resolution.



- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

(NC) IAE02 Multiple Actions



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Summary

List of actions entered for an offender in an incident that have the same action code, BUT have different start dates, end dates, and/or durations.

Purpose

This check identifies when multiple actions entered for a student in an incident have the same action code, BUT have different start dates, end dates, and/or durations. The same action can be entered multiple times for a student in an

incident, but each action will be added together to get the total number of days, etc. For example, multiple suspensions will be reported by the state as 1 suspension, but the days will be added together to determine if the suspension is a long-term or short-term suspension.

Severity

Warning

What to Review

Review repeated action codes and compare their dates and durations.

Report Content

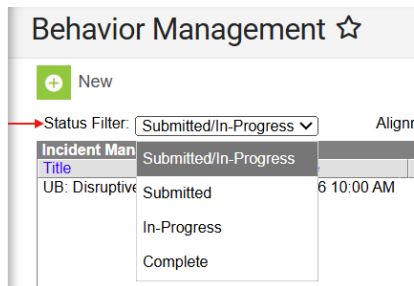
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade associated for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
Mulitple_Action_flag	Y value indicates multiple occurrences of the same action were identified for the participant within the incident.
multipleCount	Displays the number of occurrences of the same action identified for the participant within the incident.

Recommended Action

Confirm that each action represents a separate valid assignment; otherwise, correct or remove the unintended entry.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

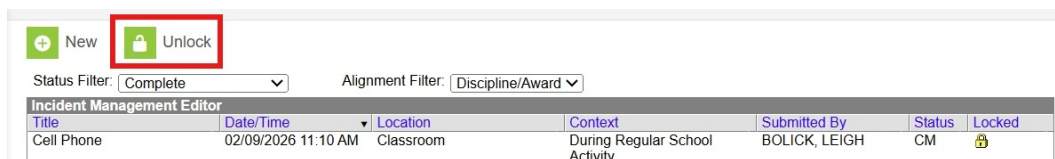
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Click on the incident to review. Confirm the **Incident ID** matches before changing information.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select each **Resolution** to review the **Resolution Assign Date**, **Resolution Start Date**, **Resolution End Dates** and **Duration in School Days**.
- If it is confirmed that the resolutions are duplicated or entered in error and the incident is locked, use the **Unlock** button at the top of the detail screen to unlock the incident. (Unlocking options are based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



Note: If it is determined that the resolutions are not duplicated, do not make changes to the incident and return to reviewing the report.

- Select the duplicate **Resolution** listed under the participant in the **Events and Participants** section.
- Review **Resolution Assign Date**, **Resolution Start Date**, **Resolution End Dates** and **Duration in School Days**

Events and Participants
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab. [Review Participants](#)

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426) ←

ISS (Resolution ID: 65437)

Add Event/Participant Add Resolution Add Behavior Response

- Select **Delete** for any resolution that is confirmed to be a duplicate or entered in error. (Delete options are based on tool rights).

Edit Resolution for John Eckel ✕

Resolution Details

*Resolution Type: 002: ISS
Resolution ID: 65437
State Code: 002: ISS
Category: 002: ISS

*Resolution Assign Date: 02/11/2026 *Resolution Start Date: 02/12/2026 Resolution Start Time: Resolution End Date: 02/12/2026 Resolution End Time: 02/12/2026

*Duration in School Days: 1.00 Days Remaining: 0

Attendance Code:
Behavior Admin Staff Name: Caldwell, Joshua

Details:
5th tardy 1 day ISS

- Modified by: Green, Marissa 08/09/2026 09:02

Save Delete Close

- Click **OK** to confirm deleting the resolution.

180-training.ncsis.gov says

This will delete the resolution from the participant. Do you want to continue?

OK Cancel

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save

Delete

New

Status Filter: Submitted/In-Progress

Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694

Status Complete

Submitted Date: 02/11/2026 10:13 AM

Submitted By: BOLICK, LEIGH

*Alignment Discipline

Title

Cell phone

*Date of Incident 02/11/2026

*Time of Incident 10:08 AM

Damages \$ 0.00

Context 01: During Regular School Activity

Context Description

*Location 1: Classroom

Location Description Outside of room 350

Details

Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)

(NC) IAE03 ALPS/ENALP



All incident information should be entered in compliance with the [Discipline Data Collecting and Reporting Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies where a student offender was given an Alternative Learning Placement action code ('008', '009', '010', '036', '037', '038') but an Alternative Learning Program Record could not be found for the student OR a record was found but it was either before or after the dates entered for the incident.

Severity

Warning

What to Review

Review the action dates and the student's Alternative Learning Program record.

Report Content

Column Name	Description
endYear	School year selected for the report.

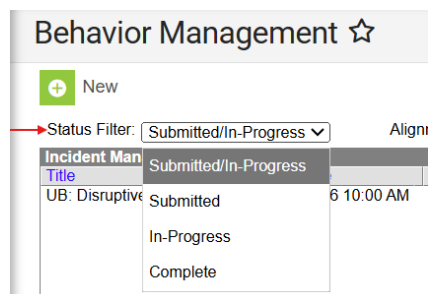
Column Name	Description
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
ALPS_Enroll_flag	Y value indicates an Alternative Learning Program (ALP) action was reported, but a corresponding ALP program enrollment was not found for the student.

Recommended Action

Add or correct the program record or action dates when the placement should be supported by an active program record.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to locate the corresponding incident to review.
- Select the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell phone	02/11/2026 10:08 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	IP	
RB: Assault on student (no injury)	01/23/2026 12:45 PM	Cafeteria	During Regular School Activity	Green, Marissa	IP	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident status from Complete to In Progress until updated to Complete again.

New

Unlock

Status Filter: Complete
 Alignment Filter: Discipline/Award

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select the **Alternative Learning Placement resolution ('008', '009', '010', '036', '037', or '038')** for participant.
- Confirm the **Resolution Start Date** and **Resolution End Date**.

Edit Resolution for Hunter Smith

Resolution Details

*Resolution Type

008: ALP School

Resolution ID: 65439

State Code: 008: ALP School

Category:

*Resolution Assign Date

01/28/2026

Resolution Start Date

01/30/2026

Resolution Start Time

12:01 PM

Resolution End Date

Resolution End Time

Duration in School Days

Days Remaining: 0

Attendance Code

Behavior Admin Staff Name

Pittman, APRIL

Details:

A recommendation for long-term placement made due to unsafe environment and injuries to other student.

- Modified by: Green, Marissa 08/09/2026 10:32

Save

Delete

Close

- Search for the **Participant** using the Student Search and navigate to *Student Information > State Programs > ALPS*.
- Select **New** to add an Alternative Learning Program for the participant.
 - Follow the guidance on the [Alternative Learning Programs and Schools \(ALPS\) \(North Carolina\) | Infinite Campus](https://kb.infinitecampus.com/help/alternative-learning-programs-and-schools-alps-north-carolina) (<https://kb.infinitecampus.com/help/alternative-learning-programs-and-schools-alps-north-carolina>) article for all required fields.
 - Ensure the **dates** correspond to the resolution dates.
- Click **Save** to add the program.

Program Information

Start Date: (Required)

01/30/2026

CA

End Date:

MM/DD/YYYY

CA

Referring School: (Required)

5: Monroe High School

Entry Reason:

PLT: Placed instead of long-term suspension

Serving District:

80C: Infinite Campus

Location Type:

ALPS: Alternative School (with school number - SBE approved)

Location:

080C00000: Community-based or other ALP program

Comments:

Maximum 255 characters

(NC) IAE04 Expulsion Code



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

The “141 Preschool Expulsion” action code should only be used for student offenders in pre-k grades. The “006 Expulsion” action code should only be used for student offenders in K-13, XG grades. This check identifies where the offender grade level was not the one expected.

Severity

Warning

What to Review

Review the offender's grade level and the expulsion action code used.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.

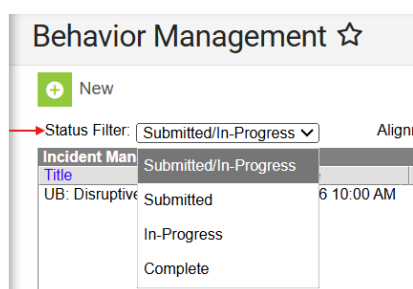
Column Name	Description
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
Expulsion_flag	Y value indicates the Expulsion action does not align with the participant's reported grade level.

Recommended Action

Use the action code appropriate for the student's grade level or confirm that the existing coding is correct.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

 New
  Unlock

Status Filter: Complete Alignment Filter: Discipline/Award

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select the **Expulsion Resolution ('006' or '141')** for the participant.
- If the participant's grade level is **K-13**, the resolution code should be **006: Expulsion**. If the participant's grade level is **Pre-K**, the resolution code should be **141: Preschool Expulsion**.
 - If the resolution is not aligned with the correct grade level, select the correct **Resolution Type** from the dropdown and click **Save** to update the resolution type.

Incident Detail In
This section store
buttons will not be

Incident ID: 60695

*Alignment
Discipline

*Date of Incident
03/01/2026

Context
01: During Regu

*Location
2: Hallway

Details
Student started a
of the student and

Events and Parti
This section will s
behavior tab.

RB: Assault c
Cata
C
Carol
F

Edit Resolution for Caroline Yang

Resolution Details

*Resolution Type:
141: Preschool Expulsion
Resolution ID: 65441

State Code: 141: Preschool Expulsion

*Resolution Assign Date: 03/01/2026 Resolution Start Date: 03/02/2026 Resolution Start Time: 12:02 PM Resolution End Date: 06/05/2026 Resolution End Time:

*Duration in School Days: 70.00 Days Remaining: 0

Attendance Code
▼

Behavior Admin Staff Name
Pittman, APRIL

Details:

- Modified by: Green, Marissa 08/09/2026 12:04

Save Delete Close

Add Event/Participant Add Resolution Add Behavior Response

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save

Delete

New

Status Filter: Submitted/In-Progress

Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694

Status Complete

Submitted Date: 02/11/2026 10:13 AM

Submitted By: BOLICK, LEIGH

*Alignment Discipline

Title Cell phone

*Date of Incident 02/11/2026

*Time of Incident 10:08 AM

Damages \$ 0.00

Context 01: During Regular School Activity

Context Description

*Location 1: Classroom

Location Description Outside of room 350

Details

Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

(NC) IAE05 ISS Full Day



All incident information should be entered in compliance with the [Discipline Data Collecting and Reporting Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies where the offender was given an action code of in-school suspension (002, 140), but the duration was less than 0.5 days.

See the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) for guidance on entering partial day (less than 0.5 day) and full day (0.5 day or more) suspensions.

Severity

Warning

What to Review

Review the suspension action code and duration entered for the action.

Report Content

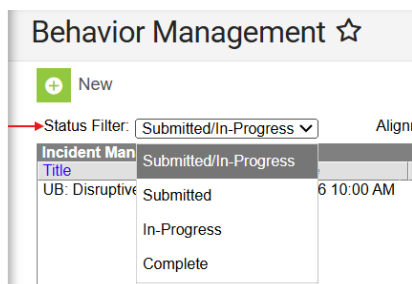
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
ISS_FullDay_flag	Y value indicates an In School Suspension (ISS) (002, 140) action has a reported duration of less than half a school day.
ISS_FullDay_Duration	School-day duration for In School Suspension (ISS) (002, 140) actions.

Recommended Action

Correct the action code or duration so that partial-day and full-day coding agree with the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>).

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select the **ISS Resolution ('002', '140')** for the participant.
- If the resolution duration is less than 0.5, select the correct **Resolution Type (115: ISS Partial Day)** from the dropdown and click **Save** to update the resolution type.

- Confirm the **Resolution Assign Date, Resolution Start Date and Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is less than 0.5.

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: Discipline Title: Cell phone
 *Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00
 Context: 01: During Regular School Activity Context Description:
 *Location: 1: Classroom Location Description: Outside of room 350

Details
 Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)
 John Eckel - Offender
 ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

Review Participants

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE06 ISS Part Day



All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). **Refer to the manual for guidance on proper coding of incident behaviors and resolutions.**

Purpose

This check identifies where the offender was given an action code of in-school suspension (115), but the duration was 0.5 days or more.

See the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) for guidance on entering partial day (less than 0.5 day) and full day (0.5 day or more) suspensions.

Severity

Warning

What to Review

Review the suspension action code and duration entered for the action.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
ISS_PartDay_flag	Y value indicates a Partial Day In School Suspension (ISS) (115) action has a reported duration of one-half of a school day or more.
ISS_PartDay_Duration	School-day duration for In School Suspension (ISS) Partial Day (115) actions.

Recommended Action

Correct the action code or duration so that partial-day and full-day coding agree with the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>).

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

Behavior Management ☆

+ New

Status Filter: Submitted/In-Progress Align

Incident Man	Submitted/In-Progress
Title	
UB: Disruptive	Submitted 6 10:00 AM
	In-Progress
	Complete

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	🔒

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

+ New **Unlock**

Status Filter: Complete Alignment Filter: Discipline/Award

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	🔒

- Locate the **Events and Participants** section and select the **ISS Resolution ('115')** for the participant.
- If the resolution duration is 0.5 or more, select the correct **Resolution Type ('002', '140')** from the dropdown and click **Save** to update the resolution type.

Edit Resolution for Brayden Maynard

Resolution Details

*Resolution Type:

115: ISS Partial Day

033: Homebound Instruction

002: ISS

on Start Time: *Resolution End Date: Resolution End Time:

Category:

- Confirm the **Resolution Assign Date, Resolution Start Date and Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is **0.5 or more**.

*Resolution Assign Date: 02/11/2026 *Resolution Start Date: 02/12/2026 Resolution Start Time: 02:00 PM *Resolution End Date: 02/12/2026 Resolution End Time:

*Duration in School Days: Days Remaining: 1

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Status Filter: Submitted/In-Progress
 Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694
 Status: Complete
 Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: Discipline
 Title:
 Cell phone:

*Date of Incident: 02/11/2026
 *Time of Incident: 10:08 AM
 Damages: \$ 0.00

Context: 01: During Regular School Activity
 Context Description:

*Location: 1: Classroom
 Location Description:

Details:
 Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)
 John Eckel - Offender
 ISS (Resolution ID: 65426)

[Review Participants](#)

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE07 LTS Days



All incident information should be entered in compliance with the [Discipline Data Collecting and Reporting Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies where the offender was given an action code of remainder of the school year 004, but the duration was less than 11 days.

Severity

Warning

What to Review

Review the special long-term suspension action code and the recorded duration.

Report Content

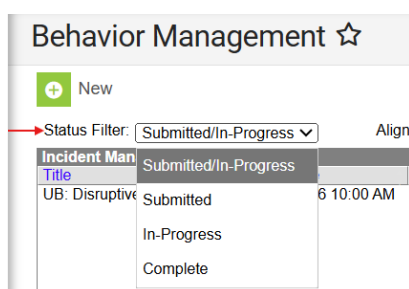
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
LTS_Days_flag	Y value indicates an Out of School Suspension (OSS) Remainder of Year (004) has a reported duration of fewer than 11 school days.
OSS_FullDay_Duration	School-day duration for Out of School Suspension (OSS) (003, 004, 005, 035) actions.

Recommended Action

Correct the duration or action code when the assignment does not meet the applicable 11-day rule.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.

- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select the **OSS Resolution ('004')** for the participant.

Correction Option: Update Resolution

- If the resolution duration is less than 11 but greater than 0.5, select the correct **Resolution Type ('003', '035')** from the dropdown and click **Save** to update the resolution type.

- Confirm the **Resolution Assign Date, Resolution Start Date and Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is less than 11 but greater than 0.5.

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Status Filter:
 Alignment Filter:

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: Title:

*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00

Context: 01: During Regular School Activity Context Description:

*Location: 1: Classroom Location Description: Outside of room 350

Details:
 Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)
 John Eckel - Offender
 ISS (Resolution ID: 65426)

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

Correction Option: Update Duration

- If the resolution duration is incorrect, update the **Resolution Assign Date, Resolution Start Date and Resolution End Dates** to be the correct dates.
- Update the **Duration in School Days** to be **11 or more**.
- Click **Save** to update the resolution.

Edit Resolution for Brayden Maynard

Resolution Details

*Resolution Type: 004: OSS for Remainder of School Year
 Resolution ID: 65421
 State Code: 004: OSS for Remainder of School Year Category:

*Resolution Assign Date: 02/08/2026 *Resolution Start Date: 02/08/2026 Resolution Start Time: *Resolution End Date: 05/26/2026 Resolution End Time:

*Duration in School Days: 77.00 Days Remaining: 0

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: Discipline Title: Cell phone
 *Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00
 Context: 01: During Regular School Activity Context Description:
 *Location: 1: Classroom Location Description: Outside of room 350

Details
 Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Review Participants

UB: Cell phone/personal device use (Event ID: 70475)
 John Eckel - Offender
 ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE08 OSS Medical Action



All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). **Refer to the manual for guidance on proper coding of incident behaviors and resolutions.**

Purpose

This check identifies where “135 OSS Medical Reasons” was used by the behavior event associated is not “065-ND: No Immunization” or “077-ND: No Physical exam”.

No Immunization and Physical Exam should only be used to document if students were not permitted to attend school until the required proof of immunization or required medical form was obtained. The behavior code should be used along with the action code of “135 OSS Medical Reasons”. These incidents are not considered out-of-school suspensions and are excluded from reporting. This check flagged incidents with the action code of 135 but the behavior code was not 065 or 077.

See the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) for guidance.

Severity

Warning

What to Review

Review the medical behavior code and the 135 OSS Medical Reasons action together.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
Medical_Behavior_flag	Y value indicates a No Immunization (065) or No Physical Exam (077) behavior is reported without an OSS Medical Reasons (135) action.

Recommended Action

Add, remove, or correct the behavior or action so that the medical behavior and medical action are paired correctly.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.

Behavior Management ☆

+ New

Status Filter: Submitted/In-Progress ▼ Align

Incident Man	Submitted/In-Progress	
Title		
UB: Disruptive	Submitted	6 10:00 AM
	In-Progress	
	Complete	

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	🔒

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

+ New **Unlock**

Status Filter: Complete ▼ Alignment Filter: Discipline/Award ▼

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	🔒

- Locate the **Events and Participants** section and select the **OSS Resolution ('135')** for the participant.

Correction Option: Update Resolution

- If the resolution should not be 135: OSS Medical Reasons resolution is incorrect, select the appropriate **Resolution Type** from the dropdown and click **Save** to update the resolution type.

Edit Resolution for Arrianna Thomas

Resolution Details

*Resolution Type:

- 135: OSS Medical Reasons
- 102: Hearing held, change in placement (EC only)
- 101: Hearing held, no change in placement (EC only)
- 033: Homebound Instruction
- 002: ISS**
- 115: ISS Partial Day
- 140: ISS Via Remote Learning
- 024: Lunch Detention
- 003: OSS

Resolution Start Time: Resolution End Date: Resolution End Time:

Category:

- Confirm the **Resolution Assign Date, Resolution Start Date and Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is correct.

*Resolution Assign Date: 02/21/2026

Resolution Start Date: 02/22/2026

Resolution Start Time: 09:15 AM

Resolution End Date:

Resolution End Time:

Duration in School Days: 3.00

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information
 This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: Discipline
 *Date of Incident: 02/11/2026
 *Time of Incident: 10:08 AM
 Context: 01: During Regular School Activity
 *Location: 1: Classroom
 Damages: \$ 0.00
 Context Description:
 Location Description: Outside of room 350

Details
 Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants
 This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)
 John Eckel - Offender
 ISS (Resolution ID: 65426)

Review Participants

Add Event/Participant Add Resolution Add Behavior Response

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

Correction Option: Update Event

- If the resolution of 135: OSS Medical Reasons is correct, click on the **Event** and select the correct **Event Type** ('065', '077') from the dropdown.
- Click **Save** to update the event.

Event and Participant Details

Event Details

*Event Type:
 069: UB: Other
 121: ND: Continue Disciplinary Action from Previous SY
 130: ND: Nearby neighborhood/Community threat
 065: ND: No immunization
 077: ND: No Physical Exam

- Modified by: Green, Marissa 08/10/2026 05:43

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: Discipline Title
 Cell phone

*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00
 Context: 01: During Regular School Activity Context Description:
 Location: 1: Classroom Location Description: Outside of room 350

Details
 Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Review Participants

UB: Cell phone/personal device use (Event ID: 70475)
 John Eckel - Offender
 ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE09 OSS Medical Behavior



All incident information should be entered in compliance with the Discipline Data Collecting and Reporting Manual (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). **Refer to the manual for guidance on proper coding of incident behaviors and resolutions.**

Purpose

List of incidents with "065-ND: No Immunization" or "077-ND: No Physical exam BUT "135 OSS Medical Reasons" was not found.

No Immunization and Physical Exam should only be used to document if students were not permitted to attend school until the required proof of immunization or required medical form was obtained. The behavior code should be used along with the action code of "135 OSS Medical Reasons". These incidents are not considered out-of-school suspensions and are excluded from reporting. This check flagged incidents where the behavior code was 065 or 077 and the action code was not 135.

Severity

Warning

What to Review

Review the medical behavior code and the 135 OSS Medical Reasons action together.

Report Content

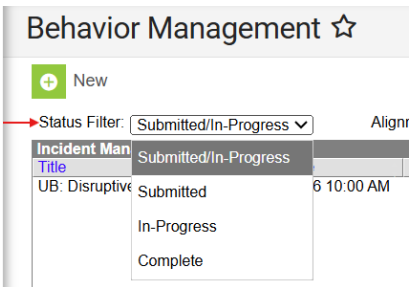
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Medical_Action_flag	Y value indicates OSS Medical Reasons (135) action is reported with a behavior other than the associated No Immunization (065) or No Physical Exam (077).

Recommended Action

Add, remove, or correct the behavior or action so that the medical behavior and medical action are paired correctly.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

- Locate the **Events and Participants** section and select the **Event ('065', '077')**.

Correction Option: Update Event

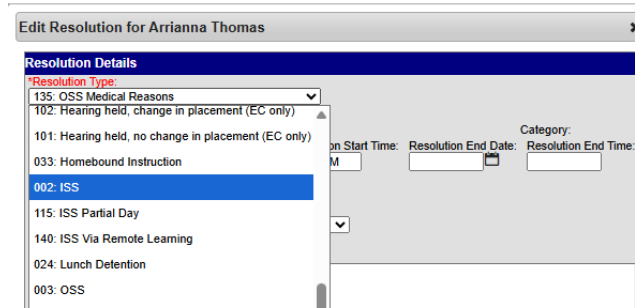
- If the event of 065: ND: No Immunization or 077: ND: No Physical Exam is incorrect, click on the **Event** and select the correct **Event Type** from the dropdown.
- Click **Save** to update the event.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

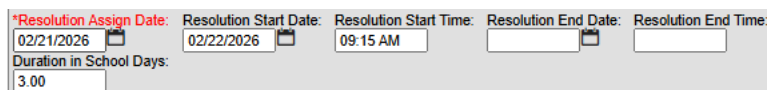
Correction Option: Update Resolution

- If the resolution is not 135: OSS Medical Reasons, select the **Resolution Type ('135')** from the dropdown and

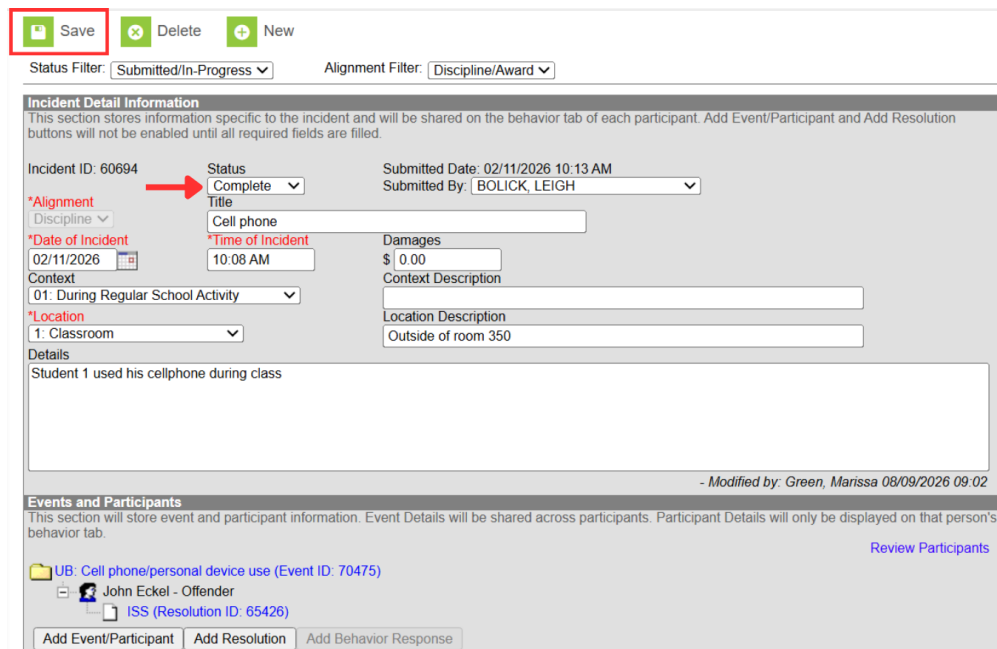
click **Save** to update the resolution type.



- Confirm the **Resolution Assign Date**, **Resolution Start Date** and **Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is correct.



- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE10 OSS Full Day

 All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This is a list of the actions where the offender was given an action code of out-of-school suspension (003, 035), but the duration was less than 0.5 days.

See the **Discipline Data Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) for guidance on entering partial day (less than 0.5 day) and full day (0.5 day or more) suspensions.

Severity

Warning

What to Review

Review the suspension action code and duration entered for the action.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.

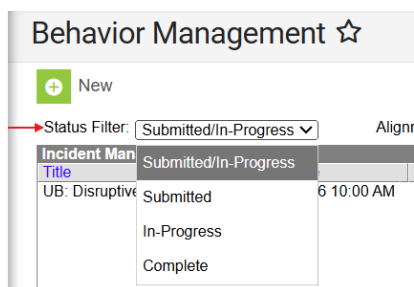
Column Name	Description
OSS_FullDay_flag	Y value indicates the duration of the Out of School Suspension (OSS) action is less than one-half of a school day.
OSS_FullDay_Duration	School-day duration for Out of School Suspension (OSS) (003, 004, 005, 035) actions.

Recommended Action

Correct the action code or duration so that partial-day and full-day coding agree with the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>).

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

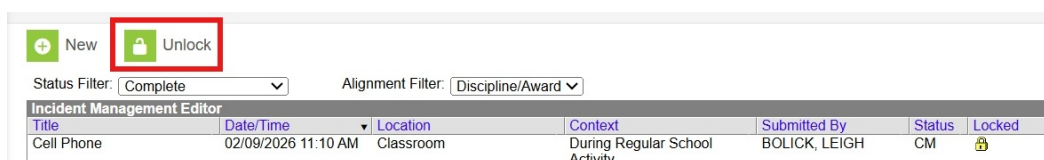
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	🔒

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and select the **OSS Resolution** for the participant.
- If the resolution duration is less than 0.5, select the correct **Resolution Type (091: Sent Home Early)** from the

dropdown and click **Save** to update the resolution type.

- Confirm the **Resolution Assign Date**, **Resolution Start Date** and **Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is **less than 0.5**.

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE11 OSS Part Day



All incident information should be entered in compliance with the [Discipline Data Collecting and Reporting Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This is a list of the actions where the offender was given an action code of out-of-school suspension (003, 035), but the duration was 0.5 days or more.

See the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) for guidance on entering partial day (less than 0.5 day) and full day (0.5 day or more) suspensions.

Severity

Warning

What to Review

Review the suspension action code and duration entered for the action.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.

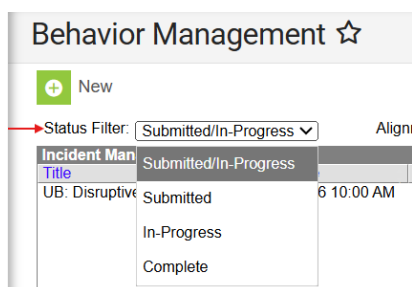
Column Name	Description
State Action Information	Displays state action Code and Description assigned to the incident behavior.
OSS_PartDay_flag	Y value indicates the duration of the Sent Home Early (091) action is one-half or a school day or more.
OSS_PartDay_Duration	School-day duration for Sent Home Early (091) actions.

Recommended Action

Correct the action code or duration so that partial-day and full-day coding agree with the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>).

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.

 New
  Unlock

Status Filter: Complete Alignment Filter: Discipline/Award

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select the **OSS Resolution** for the participant.
- If the resolution duration is 0.5 or greater, select the correct **Resolution Type ('003', '035')** from the dropdown and click **Save** to update the resolution type.

Edit Resolution for William Toler

Resolution Details

*Resolution Type:

001: Sent Home Early

002: Lunch Detention

003: OSS

005: OSS 365 days

004: OSS for Remainder of School Year

005: OSS Involving Hearing

Category: Minor

Resolution Start Time: Resolution End Date: Resolution End Time:

M 10/29/2025

- Confirm the **Resolution Assign Date, Resolution Start Date and Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is **0.5 or greater**.

*Resolution Assign Date: 10/28/2025 Resolution Start Date: 10/28/2025 Resolution Start Time: 01:30 PM Resolution End Date: 10/29/2025 Resolution End Time:

Duration in School Days: .75

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

 Save
  Delete
  New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM Submitted By: BOLICK, LEIGH

*Alignment: Discipline Title: Cell phone

*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM

Context: 01: During Regular School Activity

*Location: 1: Classroom

Damages: \$ 0.00

Context Description:

Location Description: Outside of room 350

Details: Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

[Review Participants](#)

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE12 OSS Override



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) . Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

List actions where an OSS (003 OSS or 035 OSS Pending Hearing) was entered along with a Remainder of the school year (004), 365-day suspension (005), or Expulsion (006, 141).

This check identifies where there is a OSS (003 OSS or 035 OSS Pending Hearing) with a Remainder of the school year (004), 365-day suspension (005), or Expulsion (006, 141). In these cases, the incident will be reported as the greater of the actions: Expulsion, OSS 365, and then Remainder of the school year.

Severity

Warning

What to Review

Review all OSS, remainder-of-year, 365-day suspension, and expulsion actions for the participant.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.

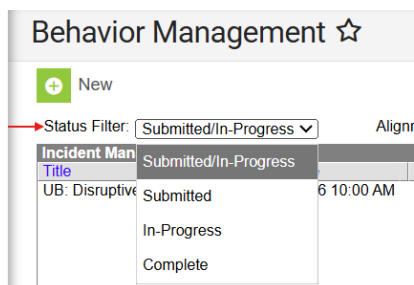
Column Name	Description
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
OSS_Override_flag	Y value indicates a Short Term Suspension (STS) or Long Term Suspension (LTS) action is reported with an Out of School Suspension Remainder of Year (004), OSS 365 Days (005) or Expulsion (006, 141) action.

Recommended Action

Confirm that the actions are intentional and understand that reporting uses the most severe applicable action.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

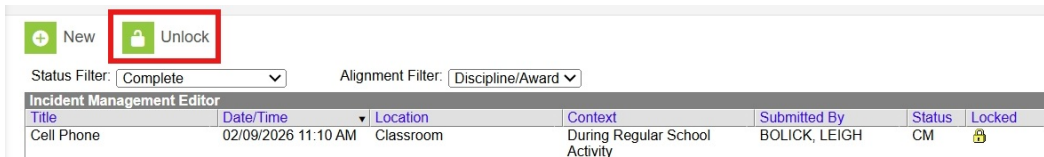
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



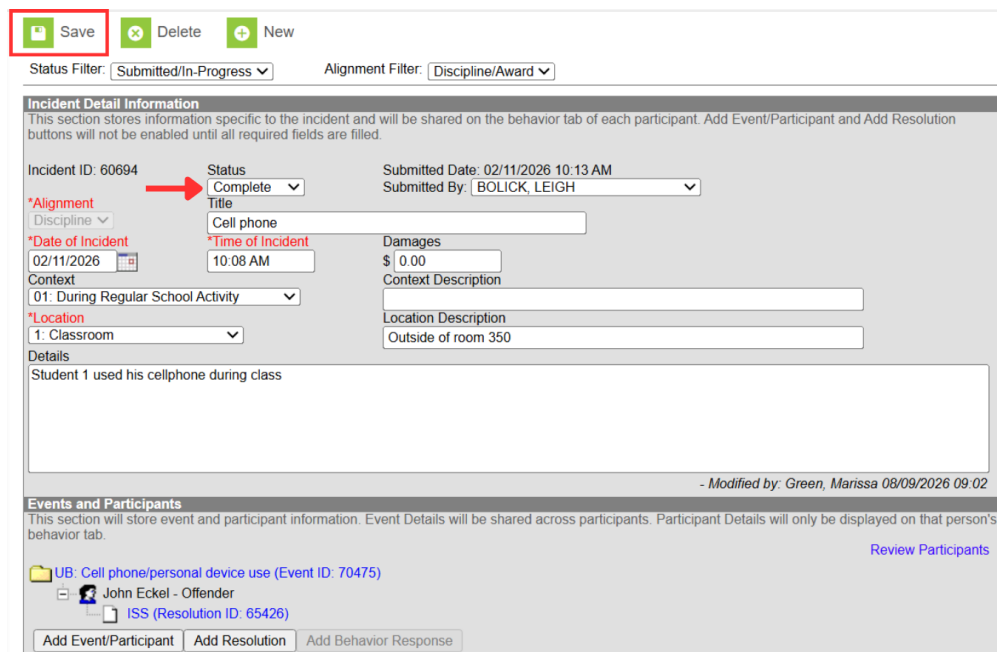
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- Locate the **Events and Participants** section and select the **Resolution** for the participant.
- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and select the **Resolution** for the participant.
- If the resolutions are correct, no further action is needed.
- If the resolutions are incorrect, select the **Resolution** and adjust the **Resolution Type** to the correct type or **Delete** the incorrect resolution.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

(NC) IAE13 Report Law



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies the acts of crimes specified in [NC General Statute 115C-288\(g\)](https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-288.html) (https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-288.html) that should be reported to the appropriate local law enforcement agency where the action code of “012: Report to law enforcement” or “092 School-related Arrest” was not found.

Severity

Warning

What to Review

Review whether the report-to-law-enforcement or school-related arrest action is present for the reportable crime.

Report Content

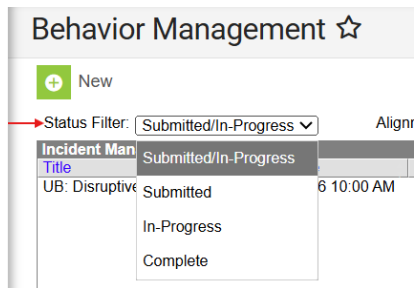
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Report_Law_flag	Y value indicates Report to Law Enforcement (012) or School-Related Arrest (092) actions were not assigned to an associated reportable crime behavior.

Recommended Action

Add the appropriate action when required, or confirm that the incident was coded correctly. Refer to the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) for more information.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

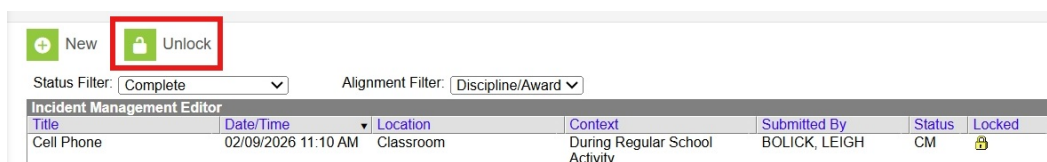
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



Correction Option: No Correction

- If it is determined all information is **correct**, no further action is needed.

Correction Option: Update Resolution

- Review the Incident Information and confirm details. Locate the **Events and Participation** section to review the **Events** and **Resolutions**.
- If the Event is **correct** and a Resolution of 012: Report to Law Enforcement or 092: School-related arrest, **are not** assigned, click **Add Resolution**.
- Select the appropriate **Resolution Type** ('012', '092').

Add Resolution

Resolution Details

*Resolution Type:

142: Preschool Reduction of Participation

113: Referral to Community Agency

012: Report to Law Enforcement

Resolution Start Time:

8 AM

Resolution End Date:

Resolution End Time:

- Add the **Resolution Assign Date**. Enter other information as appropriate.
- Apply the Resolution to the **participant**.
- Click **Save** to add the resolution.

Add Resolution

Resolution Details

*Resolution Type: 012: Report to Law Enforcement

State Code: 012: Report to Law Enforcement

*Resolution Assign Date: 08/10/2026 Resolution Start Date: 08/10/2026 Resolution Start Time: 07:38 AM Resolution End Date: Category: Resolution End Time:

Duration in School Days:

Behavior Admin Staff Name:

Details:

*Apply To:

UB: Inappropriate Behavior

☒ William Toler

☐ 003: OSS

Save Close

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save **Delete** **New**

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM Submitted By: BOLICK, LEIGH

*Alignment: Discipline Title: Cell phone

*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00

Context: 01: During Regular School Activity Context Description:

*Location: 1: Classroom Location Description: Outside of room 350

Details: Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)

Correction Option: Update Event

- Review the Incident Information and confirm details. Locate the **Events and Participation** section to review the **Events** and **Resolutions**.
- If the Event is **incorrect** and a Resolution of 012: Report to Law Enforcement or 092: School-related arrest, **are** assigned, click the **Event** to select the appropriate Event Type.
- If the current event is correct, click **Add Event/Participant** to add another Event as appropriate.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information

is finalized and no later than the end of the school year.

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM
Submitted By: BOLICK, LEIGH

*Alignment: Discipline Cell phone
*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00
Context: 01: During Regular School Activity Context Description:
*Location: 1: Classroom Location Description: Outside of room 350

Details
Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)
John Eckel - Offender
ISS (Resolution ID: 65426)

Review Participants

Add Event/Participant Add Resolution Add Behavior Response

(NC) IAE14 Zero Tolerance



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies any 365-day suspension (005), or Expulsion (006, 141) that do not have a Zero-Tolerance Expulsion (110).

The Office of Civil Rights collects information on long-term suspensions and expulsions that resulted because of Zero-Tolerance Policies. This check looks for any 365-day suspension (005), or Expulsion (006, 141) that do not have a Zero-Tolerance Expulsion (110). Not all "005", or "006" should have a "110" entered with it, so this flag can be ignored if the "005", or "006" was not a result of a Zero-Tolerance Policy.

Severity

Warning

What to Review

Review whether the suspension or expulsion resulted from a zero-tolerance policy.

Report Content

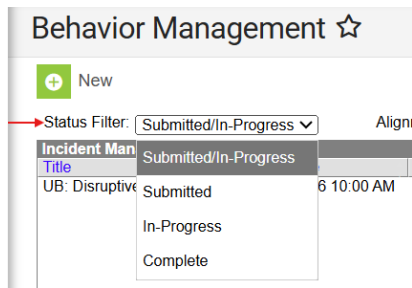
Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Participant Information	Displays Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
Zero_Tolerance_flag	Y value indicates an Out of School Suspension (OSS) 365 days (005), Expulsion (006), or Preschool Expulsion (141) action is reported without a Zero Tolerance Expulsion (110) action.

Recommended Action

Add action 110 only when the action resulted from a zero-tolerance policy; otherwise no correction is needed. Refer to the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) for more information.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

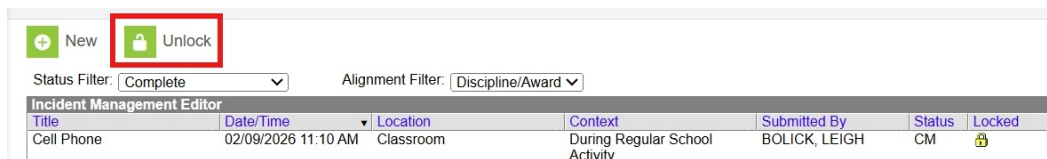
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	🔒

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Review the Incident Information and confirm details. Locate the **Events and Participation** section to review the **Events** and **Resolutions**.

Correction Option: No Correction

- If the Event is not a result of a Zero-Tolerance policy, no further action is needed.

Correction Option: Update Resolution

- If the Event is a result of a Zero-Tolerance policy, and a Resolution of 110: Zero-Tolerance Expulsion, is not assigned, click **Add Resolution**.
- Select the appropriate **Resolution Type ('110')**.
- Add the **Resolution Assign Date**. Enter other information as appropriate.
- Apply the Resolution to the **participant**.
- Click **Save** to add the resolution.

Add Resolution

Resolution Details

*Resolution Type:
110: Zero Tolerance Expulsion-OCR

State Code: 110: Zero Tolerance Expulsion-OCR

*Resolution Assign Date: 08/10/2026
Resolution Start Date: 08/10/2026
Resolution Start Time: 07:55 AM
Resolution End Date:
Resolution End Time:

Duration in School Days:

Behavior Admin Staff Name:

Details:

*Apply To:
UB: Inappropriate Behavior
☐ William Toler
☐ 003: OSS

Save Close

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM Submitted By: BOLICK, LEIGH

*Alignment: Discipline Title: Cell phone

*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00

Context: 01: During Regular School Activity Context Description:

*Location: 1: Classroom Location Description: Outside of room 350

Details: Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Review Participants

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response



You've completed this section.

Choose where to go next

Actions & Responses **Summary Views**

Actions & Responses **Detail Views**

Incident Data Validations

