

(NC) IAD03 Duration and Days

09/03/2026 6:41 am EDT



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 students who were assigned full or partial ISS, OSS, and ENALP actions and provides the total duration of the action in days and the total number of instructional days the assignments occurred across all incidents.

Purpose

Columns with “_duration’ provide the duration of the assignment. Columns with “Actual_Days” represent the total number of instructional days the duration of the assignment occurred. Example: the student was assigned a partial day ISS that was .2 of the day, another partial day ISS of .3 of the day and then a full day ISS for 3 days, the duration columns would sum the total duration to 3.5 days. The “Actual_Days” column would total to 5 to indicate that the student received either a full day or partial day ISS over 5 instructional days.

Severity

Info

What to Review

Review the incident, participant, behavior, action, victim, weapon, duration, and school information needed to understand the reported result.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.

Column Name	Description
Summary_Level	Indicates whether the summary is reported at the School or PSU level.
Participant Information	Displays Participant ID, UID, Name, Grade, associated with the reported data.
ISS_PartDay_Duration	School-day duration for In School Suspension (ISS) Partial Day (115) actions.
ISS_FullDay_Duration	School-day duration for In School Suspension (ISS) (002, 140) actions.
ISS_Total_Duration	School-day duration for any In School Suspension (ISS) (002, 115, 140) actions.
ENALP_Duration	School-day duration for Alternative Learning Program (ALP) (008, 009, 010, 036, 037, 038, 144) actions.
OSS_PartDay_Duration	School-day duration for Sent Home Early (091) actions.
OSS_FullDay_Duration	School-day duration for Out of School Suspension (OSS) (003, 004, 005, 035) actions.
OSS_Total_Duration	School-day duration for any Out of School Suspension (OSS) (003, 004, 005, 035, 091) actions.
DISC_Removal_Duration	Displays the reported duration of a qualifying disciplinary removal action.
ISS_Actual_Days	Displays the calculated In School Suspension (ISS) days used for reporting.
OSS_Actual_Days	Displays the calculated Out of School Suspension (OSS) days used for reporting.
ENALP_Actual_Days	Displays the calculated Alternative Learning Program (ALP) placement days used for reporting.
Removal_Actual_Days	Displays the calculated disciplinary removal days used for reporting.
Data_As_of_DateTime	Timestamp of duration information.

Column Name	Description

Recommended Action

Use the detail rows to trace a summary total or edit-check result back to the source incident. Make any needed correction in Infinite Campus.

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.

The screenshot shows the 'Behavior Management' interface with a star icon. Below the title is a '+ New' button. A red arrow points to the 'Status Filter' dropdown, which is currently set to 'Submitted/In-Progress'. The dropdown menu is open, showing options: 'Submitted/In-Progress', 'Submitted', 'In-Progress', and 'Complete'. To the right of the dropdown is an 'Alignr' button. Below the dropdown, a table snippet is visible with columns 'Incident Man', 'Submitted/In-Progress', and '6 10:00 AM'. The first row shows 'Title' and 'UB: Disruptive'.

- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to select the corresponding 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	

- 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 the Complete status to In Progress until marked complete again.

The screenshot shows the 'Incident Management Editor' interface. At the top, there are '+ New' and 'Unlock' buttons. The 'Unlock' button is highlighted with a red box. Below the buttons are two filters: 'Status Filter: Complete' and 'Alignment Filter: Discipline/Award'. Below the filters is a table with columns: 'Title', 'Date/Time', 'Location', 'Context', 'Submitted By', 'Status', and 'Locked'. The table contains one row: 'Cell Phone', '02/09/2026 11:10 AM', 'Classroom', 'During Regular School Activity', 'BOLICK, LEIGH', 'CM', and a lock icon.

- Edit the **Incident Detail, Event and Participant, or Action** information as necessary.
- 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)

Review Participants

Add Event/Participant

Add Resolution

Add Behavior Response



You've completed this section.

Choose where to go next

Actions & Responses **Summary Views**

Actions & Responses **Edit Checks**