

(NC) IAE01 Possible Duplicates

09/03/2026 6:42 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>). 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.
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.

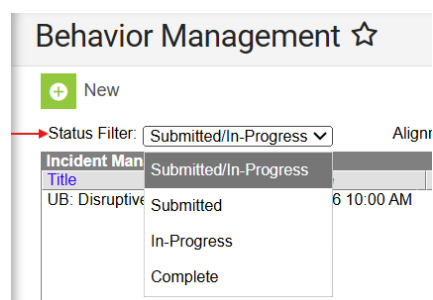
Column Name	Description
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated 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	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.

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	

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) ←

- 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: Category: *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

- 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

*Alignment Discipline ▼

Title

Submitted By: BOLICK, LEIGH ▼

*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

Outside of room 350

Student 1 used his cellphone during class

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

Events and Participants

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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