

(NC) IAE06 ISS Part Day

09/03/2026 6:43 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.

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>) 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.

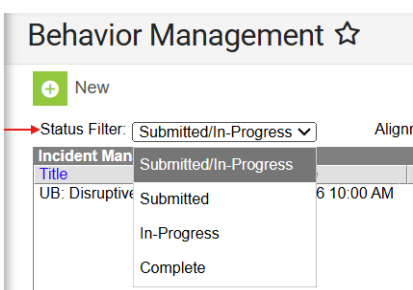
Column Name	Description
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
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.

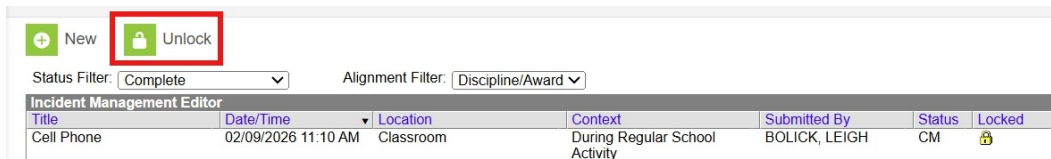


- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

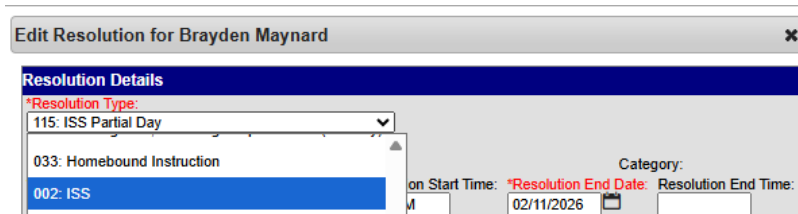
Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activities	BOLICK, LEIGH	CM	

- 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.)

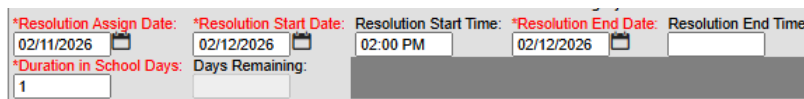
- This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



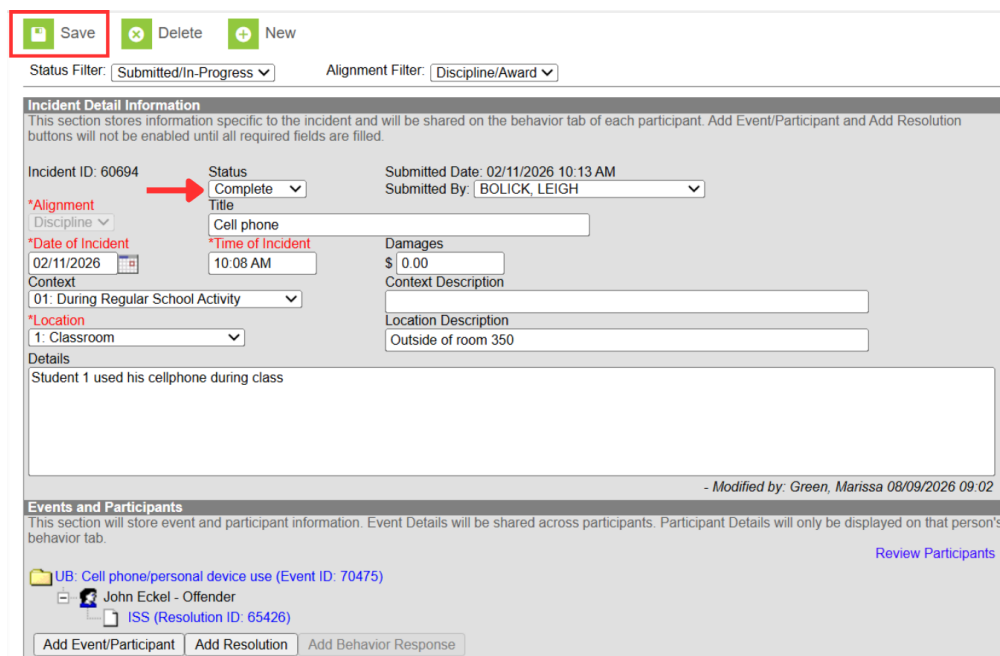
- Locate the **Events and Participants** section and select the **ISS Resolution ('115')** for the participant.
- If the resolution duration is 0.5 or more, select the correct **Resolution Type ('002', '140')** from the dropdown and click **Save** to update the resolution type.



- 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**.



- 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.

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