

(NC) IAE07 LTS Days

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) (<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.

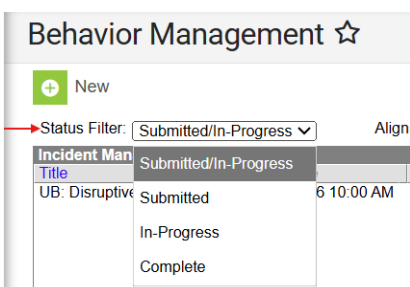
Column Name	Description
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
LTS_Days_flag	Y value indicates an Out of 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	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.




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 ('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.

Edit Resolution for Brayden Maynard

Resolution Details

*Resolution Type:

004: OSS for Remainder of School Year

003: OSS

005: OSS 365 days

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

11/05/2025 11/17/2025

Category:

- 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.

*Resolution Assign Date: 11/05/2025

*Resolution Start Date: 11/04/2025

Resolution Start Time: 07:40 AM

*Resolution End Date: 11/17/2025

Resolution End Time:

*Duration in School Days: 10.00

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.





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

*Location: 1: Classroom

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)

[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.

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
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*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

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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

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