

## Discipline- Add Discipline Under Infraction/Action

- Search-School Make sure you have the correct TERM
- Choose student
- Go to **Discipline Module**
- Click **Infraction/Action**
- You will come to the Infraction/Action Search, if they have infractions, it will show up here, if not, you want to insert an infraction w/ an action
- Click **ADD**
- In the **Infraction** Section, type in the **Infraction Type** and **Date** which are required fields and you can fill in any of the other fields if you choose to, along with the **Infraction Description** and classification
- In the **Action** Section, choose the **Action Type, Decided by, Days,** and **Start Date** which are required fields and you can fill in any other fields if you choose to, along with the **Action Description**
- Click **SAVE** if that is the only **Action** you want to take, or you can click **ADD** if you want to **ADD** another **Action. In other words, you can add multiple Actions for 1 Infraction.**

## Discipline- How to Add an Incident

- Search-School-Make sure you have the correct TERM
- Choose student
- Go to **Discipline Module**
- Click **Incident**
- If they have an Incident on record, you will see it here, if not, you want to fill out the Details Sections
- The **Date/Time, Type,** and **Location** are required fields so you need to fill that in along with the classification and description if you want to
- In the **Participants in the District** Section, you may click **ADD ROWS,** if you want to add 1 or multiple participants to the Incident
- You may click on the box next to **Infraction/Action** if you want to link an **Incident** to an **Infraction/Action** which automatically takes you to the **Infraction/Action** page
- In the **Other Participants** Section, you may want to click **ADD ROWS,** if you want to add participants to the Incident outside the school
- When you are done click **SAVE**