



Massachusetts SSDR Training

19 January 2023



Setup – New Districts Only

- District Office > District Setup > District Info > MA Discipline Codes and Subcodes Status – Choose **Load Codes/Subcodes**
- Check the box on the next page and submit
- Wait an hour

Incident Management

- Only Incident Management records are published
- Must have the Incident type MA Discipline Reporting^
- Date needs to be within the school year
- One offender is required – Must be linked to a student, not manually entered

Entering Record

- Title is required
- Description is best to include
- Include all students involved
- Add behavior codes and choose the main one as the primary.
- Assign behaviors to each student. Can be unique per student.
- Add objects if a behavior code of 3700 is included.
- Add actions for each student and assign to the student.

Thank You!