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!