

Arizona State Reporting Incident Management Guide

PowerSchool
Student Information System



Released June 10, 2011

Document Owner: Documentation Services

This edition applies to Release 6.2.x of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Introduction

The *Arizona Incident Management Guide* provides the required setup elements and report details for accurate state reporting. Arizona Incident Management assists in accurately tracking, managing and reporting school safety and disciplinary incident data. The information in this guide is grouped first by District, School, Staff and Student setup items, and second by the reports.

Many of the setup elements must be populated with report-specific details before running the reports. Some of these items are configured during PowerSchool implementation.

PowerSchool Incident Management captures the following data:

- Time and location of the incident
- All persons involved in an incident
- All violations that occur within an incident
- Actions taken in response to the incident

PowerSchool Incident Management is only available for PowerSchool version 6.0.1.0 and later.

Report Descriptions

The reports included in this guide are listed in the following table. This table includes the following elements:

- **Report Name** – Name of the report as seen in PowerSchool.
- **Description** – The purpose of the report.
- **Due Date / Cycle** – The timeframe during which the report is submitted to the state.

Report Name	Description	Due Date / Cycle
AZ Safe Validation Report	This report validates incident data included in the AZ Safe and Drug Free report. The report results include messages regarding inaccurate or missing data. Use the messages to correct data before running the AZ Safe and Drug Free report.	N/A
AZ Safe and Drug Free Report	The AZ Safe and Drag Free report generates incident data for submission to the state. The report is run at the school level, as opposed to district-wide.	The report can be submitted throughout the school year, or once at the end of the school year.

Additional Resources

See the following resources for more information on PowerSchool and Arizona state reporting.

PowerSchool Online Help

For more information on using PowerSchool and working with PowerSchool screens and fields, see the PowerSchool Online Help.

Tip: Open the Online Help by clicking the Help icon  in the upper-right corner of any PowerSchool page.

PowerSource

Visit PowerSource, the Pearson customer portal <https://powersource.pearsonschoolsandcolleges.com> to view or download:

- PowerSchool User Guides and Knowledgebase articles
- Arizona State Reporting Guides and Knowledgebase articles
- PowerSchool training videos
- PowerSchool and state reporting forums
- PowerSchool training calendar and class locations
- Online technical support

Note: A user name and password are required to access PowerSource.

PowerSchool Data Dictionary

For more information on PowerSchool tables and fields, see the *PowerSchool Data Dictionary Tables* guide, which identifies all tables in the database, and provides table column definitions, field data types, and field descriptions.

Visit [PowerSource](#) to obtain a copy of this document.

Arizona Resources

Arizona SAFE: <http://www.ade.state.az.us/sa/health/AZSafe.asp>

Setup Elements

The following data elements must be set up prior to running Arizona state reports.

For more information regarding data elements, see the [PowerSchool Online Help](#).

Understanding the Setup Table

Each setup table includes the following elements:

- **Breadcrumbs** – Navigation to the data entry page as listed on the page in PowerSchool. Example: Courses > Edit Course District Information. Each > indicates a new page or link.
- **Navigation** – Navigation to the data entry page based on the path to the page. Example: **Select Courses > Select [Course]**. Each > indicates the link to select.

Note: The first page in the navigation is Start Page. This page name is removed for brevity.

- **Data Element** – The name of the field as it appears on the page.
- **Additional Information** – Guidance for correct data entry.
- **[Table]** - The name of the table where the data is stored.
- **Field Name** – The name of the field where the data is stored.

Note: The Table name appears in brackets with the Field Name directly following. Example: [Table]FieldName.

- **Length** – The length of the data to be entered, as defined by the state.
- **Used in these Reports** – The name of each report that uses the data element. This field may be populated with “Required Setup” or “Not Required” to indicate whether the data element should be configured for Arizona State Reporting not specific to a report.

District Setup

The following data elements are required for district setup. The first two pages of navigation are removed for brevity:

Start Page > District Setup.

1. On the Start Page, click the **School** link at the top of the page. The school list appears.
2. Choose **District Office** from the pop-up menu. The district start page appears.
3. Click **District**. The District Setup page appears.

Note: For more information on code values see the [Appendix](#).

Data Element	Additional Information	[Table]FieldName	Used in these Reports
District Information			
Name of District	Enter the district name.	[Prefs]Value [Prefs]Name=districtname	Required Setup
District Number	Enter the district number.	[Prefs]Value [Prefs]Name=districtnumber	Required Setup
Load Codes and Subcodes	Click the link to access the Arizona Incident Management configuration file, which is used to automatically set up incident codes and subcodes. Note: This link is only available if the Arizona Incident Management configuration file has not been loaded.	N/A	Required Setup
Load is complete	This message appears if the Arizona Incident Management configuration file has already been loaded. This field is view-only.	N/A	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
District Information > Load Codes/Subcodes > Codes and Subcodes Load Information			
Load Codes/Subcodes	<p>Select the checkbox to automatically set up codes and subcodes for incident management. See the Appendix for code values.</p> <p>Verify that you want to load codes before clicking Submit, because the process cannot be reversed.</p> <p>The codes are loaded on the hour or when PowerSchool is launched. However, only the PowerSchool task master application is updated. If more than one PowerSchool application exists in a server array, see article 56478 on PowerSource.</p> <p>The PowerSchool log window displays either a Complete or Failure message when the codes are loaded.</p>	N/A	
Incident Management > Incident Types			
Name	<p>Enter the three incident types available for Arizona:</p> <ul style="list-style-type: none"> • Non-state Reportable • State Reportable – Mandatory • State Reportable – Non-mandatory 	<p>[Incident_LU_Code]Incident_Category</p> <p>[Incident_LU_Code]Code_Type=incidenttype</p>	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
<p>Incident Management > Code & Subcode Setup</p> <p>Note: An automated process for setting up incident management codes is available by accessing the Load Codes and Subcodes link on the District Information page. In all instances, the State Detail Report Code must not be edited. Additional descriptions may be edited based on local requirements.</p> <p>See the Appendix for code values. For more information about creating incidents, see <i>Discipline Incident Setup</i>.</p>			
Action Codes	<p>The following action codes must be set up:</p> <ul style="list-style-type: none"> • No Action • Actions Completed In One Day • Actions Completed In One or More Days • Actions within Due Process • Removed • Other Action • Victim Related Actions <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=actioncode</p> <p>[Incident_LU_Code]Incident_Category</p> <p>[Incident_LU_Code]State_Aggregate_RPT_Code</p>	Required Setup
Action Subcodes	<p>Multiple action subcodes must be set up.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Sub_Code]Sub_Catetory</p> <p>[Incident_LU_Sub_Code]State_Detail_Report_Code</p> <p>[Incident_LU_Sub_Code]Is_State_Reportable_Flg = 1 (True)</p>	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Attribute Codes	<p>The following attribute code must be set up:</p> <ul style="list-style-type: none"> • Hated Related • Gang Related <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=attributecode [Incident_LU_Code]Incident_Category = State Reportable [Incident_LU_Code]State_Aggregate_RPT_Code = 100</p>	Required Setup
Behavior Codes	<p>Multiple behavior codes must be set up. These codes are used to assign a violation to a discipline incident.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=behaviorcode [Incident_LU_Code]Incident_Category [Incident_LU_Code]State_Aggregate_RPT_Code</p>	Required Setup
Behavior Subcodes	<p>Multiple behavior subcodes must be set up.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Sub_Code]Sub_Catetory [Incident_LU_Sub_Code]State_Detail_Report_Code [Incident_LU_Sub_Code]Is_State_Reportable_Flg = 1 (True)</p>	Required Setup
Participant Attribute Codes	<p>The following participant attribute codes must be set up:</p> <ul style="list-style-type: none"> • Disability as defined by the Office of Civil Rights • Injury • Relationship to School • SPED Code • Type of Employment <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=participantattributecode [Incident_LU_Code]Incident_Category [Incident_LU_Code]State_Aggregate_RPT_Code</p>	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Participant Attribute Subcodes	<p>Multiple participant attribute subcodes must be set up.</p> <p>See the <i>Appendix</i> for valid values.</p> <p>Note: Special Education (SPED) Codes are required only if SPED Need data is not tracked in PowerSchool via the SAIS Needs student pages. See Knowledgebase article 58749 on PowerSource for details on setting up SPED Codes if not tracking SPED data in PowerSchool.</p>	<p>[Incident_LU_Sub_Code]Sub_Catetory</p> <p>[Incident_LU_Sub_Code]State_Detail_Report_Code</p>	Required Setup
Location Codes	<p>The following location codes must be set up:</p> <ul style="list-style-type: none"> • On Campus-Inside • On Campus-Outside • Off Campus <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=locationcode</p> <p>[Incident_LU_Code]Incident_Category</p> <p>[Incident_LU_Code]State_Aggregate_RPT_Code</p>	Required Setup
Location Subcodes	<p>Multiple location subcodes must be set up.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Sub_Code]Sub_Catetory</p> <p>[Incident_LU_Sub_Code]State_Detail_Report_Code</p>	Required Setup
Object Codes	<p>There are no required object codes for Arizona state reporting.</p>	N/A	Not Required

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Participant Role Codes	<p>The following participant role codes are set up by default and should not be edited:</p> <ul style="list-style-type: none"> • Offender • Victim • Witness • Reporter 	N/A	Required Setup
Time Codes	<p>The following time codes must be set up:</p> <ul style="list-style-type: none"> • During Official School Hours • Before School Hours • After School Hours • Unknown <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=time code</p> <p>[Incident_LU_Code]Incident_Category</p> <p>[Incident_LU_Code]State_Aggregate_RPT_Code</p>	Required Setup
Time Subcodes	<p>Multiple time subcodes must be set up.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Sub_Code]Sub_Catetory</p> <p>[Incident_LU_Sub_Code]State_Detail_Report_Code</p>	Required Setup
Duration Codes	<p>The following duration code must be set up: Number of Days Removed / Reassigned.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=durationcode</p> <p>[Incident_LU_Code]Incident_Category</p> <p>[Incident_LU_Code]State_Aggregate_RPT_Code</p>	Required Setup
Action Change Codes	<p>There are no Arizona specific action change codes.</p> <p>See the <i>Appendix</i> for valid values.</p>	N/A	Not Required

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Action Attributes	<p>The following Action Attribute codes must be set up:</p> <ul style="list-style-type: none"> Action Completed Action Review Date Scheduled Hearing/Review Date Name of Place Student Moved To Police Report # Results of Referral to Law Enforcement <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Code]Code_Type=actionattributecode</p> <p>[Incident_LU_Code]Incident_Category</p> <p>[Incident_LU_Code]State_Aggregate_RPT_Code</p>	Not Required
Action Attribute Subcodes	<p>Multiple Action Attribute subcodes must be set up.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_LU_Sub_Code]Sub_Category</p> <p>[Incident_LU_Sub_Code]State_Detail_Report_Code</p>	Required Setup
Scheduling/Reporting Ethnicity Codes > Edit/New Ethnicity Code			
Code	Enter the ethnicity code. See the <i>Appendix</i> for ethnicity code values.	<p>[Gen]Value</p> <p>[Gen]Cat=ethnicity</p>	Required Setup
Description	Enter the ethnicity description.	<p>[Gen]Name</p> <p>[Gen]Cat=ethnicity</p>	Required Setup
Schools/School Info > Edit School			
School Name	Enter the school name.	[Schools] Name	Required Setup
School Number	Enter the school number.	[Schools]School_Number	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Grades	Enter the school grades (lowest - highest). Note: Grade levels must be in the range -10 to 20.	[Schools]Low_Grade [Schools]High_Grade	Required Setup
Reporting Method	Choose one of the following reporting methods for the AZ Safe and Drug Free report from the pop-up menu: <ul style="list-style-type: none"> • All Data with SAIS ID – All incident data is reported, including the student’s SAIS ID. • All Data Without SAIS ID – All incident data is reported, without the student’s SAIS ID. • Mandatory Data With SAIS ID – Only mandatory incident data required by the state is reported, including the student’s SAIS ID. • Mandatory Data Without SAIS ID – Only mandatory incident data required by the state is reported, without the student’s SAIS ID. 	[Schools]AZ_Safe_Rpt_Mode	Required Setup
Years & Terms			
Years & Terms	Define term names and abbreviations with term beginning and ending dates.	[Terms]FirstDay [Terms]LastDay	Required Setup

School Setup

The following data elements are required for school setup. The first two pages of navigation are removed for brevity:

Start Page > School Setup.

1. On the Start Page, click the **School** link. The school list appears.
2. Choose a school from the pop-up menu. The school start page appears.
3. Click **School**. The School Setup page appears.

Note: For more information on code values, see the [Appendix](#).

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Years & Terms > New			
Years & Terms > Edit Terms			
Name	Enter the name of the term.	[Terms]Name	Required Setup
Abbreviation	Enter an abbreviation for the term.	[Terms]Abbreviation	Required Setup
First Day of Term	Enter the first day of the term.	[Terms]FirstDay	Required Setup
Last Day of Term	Enter the last day of the term.	[Terms]LastDay	Required Setup

Staff Setup

The following data elements are required for staff setup. The first three pages of navigation are removed for brevity:

Start Page > Staff > [Select Staff Member].

1. On the Start Page, click **Staff**.
2. Select a staff member or **New Staff Entry**.
3. Select **Edit Information** for existing staff members.

Note: For more information on code values, see the [Appendix](#).

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Edit Information			
Name	Enter the staff member's name. Format: LastName, FirstName MiddleName	[Teachers]LastFirst [Teachers]Last_Name [Teachers]First_Name [Teachers]Middle_Name	Required Setup
Gender	Enter the staff member's gender.	[Teachers]Gender	Required Setup
Reporting Ethnicity	Choose the staff member's ethnicity from the pop-up menu.	[Teachers]Ethnicity	Required Setup
ID	Enter the teacher's ID.	[Teachers]TeacherNumber	Required Setup
DOB	Enter the staff member's date of birth.	[Teachers]dob	Required Setup

Student Setup

The following data elements are required for student setup. The first two pages of navigation are removed for brevity:

Start Page > Student.

1. On the Start Page select the **School** link at the top of the page.
2. Choose the appropriate school from the pop-up menu.
3. Click **Submit**.
4. Select the first letter of the student's last name.
5. Select a student from the list. The last accessed student information page opens for the student selected.

Note: For more information on code values, see the [Appendix](#).

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Demographics			
Name (last, first MI)	Enter the student's name. Format: LastName, FirstName MiddleName	[Students]LastFirst [Students]Last_Name [Students]First_Name [Students]Middle_Name	Required Setup
DOB	Enter the student's date of birth.	[Students]DOB	Required Setup
Scheduling/Reporting Ethnicity	Choose the student's ethnicity, to be used in PowerSchool reports.	[Students]Ethnicity	Required Setup
Gender	Choose either female or male from the pop-up menu. Valid values: F – Female M – Male	[Students]Gender	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Student Number	Enter the locally assigned student number.	[Students]Student_Number	Required Setup
Incidents			
Incident List	Discipline incidents that involve the selected student appear on this page. Note: It is recommended to create discipline incidents at the school or district level. See <i>Discipline Incident Setup</i> for more information.	N/A	Not Required
Transfer Information			
Entry Date	Enter the entry date for the school enrollment. Note: The date is the first day of school enrollment.	[Students]EntryDate [ReEnrollments]EntryDate	Required Setup
Grade Level	Choose the grade level for the school enrollment from the pop-up menu.	[Students]Grade_Level [ReEnrollments]Grade_Level	Required Setup

Discipline Incident Setup

The following data elements are required for discipline incidents. Discipline incidents are created at the student, school or district level. It is recommended to create all incidents at the school level via the Special Functions navigation below. Create incidents at the district level if the incident is not associated with a particular school.

Incident types, as well as incident codes and subcodes, must be set up at the district level prior to creating discipline incidents. See the *District Setup* section of this document and the *Incident Management User Guide* on [PowerSource](#) for more information. For more information on code values, see the [Appendix](#).

The following rules apply to each type of person associated with an incident.

Type of Person	Rule
Offender	
	At least one offender must be defined for each incident.
	At least one violation (behavior) must be defined for each offender. Note: After you create a behavior for a participant, you must drag the behavior to the participant to associate the two elements.
	One violation (behavior) must be marked as the primary violation in the incident. If a primary violation is not selected, then the report derives the primary violation.
	At least one action must be associated with each violation (behavior) assigned to an offender. Note: After you create an action in response to a behavior, you must drag the action to the behavior to associate the two elements. After the action is associated with the behavior, it no longer appears under the Incident Elements heading.
Victim	
	Victims are not required for incidents.
	Victims must not have any associated behaviors.
	Victims must have at least one associated action to be reported.

Witness	
	Witnesses are not required for incidents.
	Witnesses must not have any associated behaviors.
	Witnesses do not have state reportable actions.
Reporter	
	At least one reporter must be defined for each incident.
	Reporters must not have any associated actions or violations (behaviors).

Definitions

Use the following definitions to assist in recording incidents:

- **Incident** - An event that occurs on school grounds or at a school-sponsored event that disrupts the orderly functioning of a school or classroom. Incidents range from minor problem behaviors to criminal acts and typically result in referral for disciplinary assessment. An incident is described by the violation that occurred, the people involved, the date, the time, and the location of occurrence.
- **Violation** - A violation is a crime or infringement of a law, policy, right, or expectation. Incidents are handled by behavior codes in incident management.
- **People** - People who may be involved in an incident include an offender, victims, witnesses, and bystanders. These people may be students attending the school, students attending other schools, school staff, vendors, visitors, or others.
- **Offender** - An individual that commits a violation (behavior). An offender can be a student or non-student and may or may not have a relationship with the school.
- **Bias/Hate Related Incidents** - An incident is considered bias/hate related when one could reasonably conclude that it was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual or group based on perceived or actual personal characteristics. Such characteristics could include age, gender, height, weight, ancestry, or ethnicity, race, immigration or citizenship status, religion or religious practices, disability, economic status, marital status, or sexual orientation. Bias/Hate related indicators are handled by an incident attribute.
- **Gang** - A gang can be described as a group of persons, who share a common identity and who often engage in criminal behavior. Many gangs associate themselves with a particular geographic area or type of crime, and some use graffiti as a form of nonverbal communication.
- **Gang Related Incident** - An incident is considered gang related when the participants, suspects or victims, are identified as gang members or affiliates. Gang related indicators are handled by an incident attribute.
- **Physical Injury** - An injury where professional medical attention is require, such as a stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. This is handled as a participant attribute.
- **Serious Bodily (physical) Injury** - A bodily (physical) injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty. This is handled as a participant attribute.

Data Element	Additional Information	[Table]FieldName	Used in these Reports
<p>Start Page > Special Functions > Incident Management > Edit/Create New Incident > Incident Detail</p>			
<p>Note: Security groups must be granted access to Incident Types in order to create incidents. See the <i>Incident Management Guide</i> on PowerSource for more information.</p>			
<p>Incident Description</p>			
Incident ID	This field is view-only and appears for existing incidents. The ID is populated automatically when the incident is first submitted.	[Incident]Incident_ID	Required Setup
School	<p>Choose a school or the district from the pop-up menu.</p> <p>The school number is part of the CTDS number reported on the AZ Safe and Drug Free report.</p> <p>Note: This option is only available if the incident is created at the district.</p>	[Incident]School_Number	Required Setup
Incident Type	<p>Choose one of the following incident types from the pop-up menu for state reporting purposes:</p> <ul style="list-style-type: none"> • State Reportable – Mandatory • State Reportable – Non-mandatory <p>Note: This value is not currently used to determine state reportable data.</p>	<p>[Incident_LU_Code]Code_Type =incidenttypecode</p> <p>[Incident_LU_Code]Incident_Category</p>	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Incident Date	<p>Click the Calendar icon to open the calendar menu. Use the Arrow icons to select a different month. Click the date the incident occurred.</p> <p>Use the Time pop-up menus to enter the time the incident occurred.</p>	[Incident]Incident_TS	Required Setup
Time Frame Time of Day	<p>Choose the time frame that the incident took place from the pop-up menu.</p> <p>This field defines the Time of Day element of the AZ Safe and Drug Free report.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • During Official School Hours • Before School Hours • After School Hours • Unknown <p>Choose a subcode for the "During Official School Hours" time frame, if applicable.</p>	<p>[Incident_Detail]LU_Code_ID – Associates a time code to the incident.</p> <p>[Incident_LU_Code]Code_Type =timecode</p> <p>[Incident_Detail]_LU_SUB_CODE</p>	Required Setup
Title	Not Required	[Incident]Incident_Title	Not Required
Description Additional Comments	<p>Enter the description of the incident.</p> <p>This field defines the Additional Comments element of the AZ Safe and Drug Free report.</p>	[Incident]Incident_Detail_Desc	Optional Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Location	Choose the location where the incident occurred from the pop-up menu. Valid values: <ul style="list-style-type: none"> • On Campus-Inside • On Campus-Outside • Off Campus 	[Incident_Detail]LU_Code_ID – Associates a location code to the incident. [Incident_LU_Code]Code_Type =locationcode [Incident_LU_Code]Incident_Category	Required Setup
Location Description	Enter the description of the location of the incident.	[Incident]Location_Details	Optional Setup
Prepared By	Not Required	N/A	Not Required
Financial Impact Cost	Enter the cost incurred as a result of the incident. This field defines the Cost element of the AZ Safe and Drug Free report.	[Incident]Financial_Impact	Optional Setup
Created By	Not Required The system-generated record of the person logged into PowerSchool who recorded the incident.	[Incident]Created_By	Not Required
Created On Referral Date	The system-generated date and time that the incident was recorded. This field defines the Referral Date element of the AZ Safe and Drug Free report.	[Incident]Created_TS	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
<p>Incident Builder: Participants: Add Student or Staff Member</p> <p>This section defines the Person portion of the AZ Safe and Drug Free report.</p> <ol style="list-style-type: none"> 1. Click the Plus (+) button next to Participants. The Search for Student, Staff, or Other Participants dialog appears. 2. Enter criteria for the search and click Search. The Results section is populated with matching participants. 3. Highlight the appropriate participant in the search results and click Add. 			
<p>Name</p> <p>Referring Individual First Name</p> <p>Referring Individual Last Name</p> <p>Person ID</p> <p>Person Type</p> <p>SAIS ID/Student ID</p> <p>Grade</p> <p>Ethnicity</p> <p>Gender</p> <p>Date of Birth</p> <p>First Name</p> <p>Last Name</p> <p>Middle Name</p>	<p>The full name, school, grade level, gender and type (student or staff member) of the participant.</p> <p>The identity of the participant is saved in PowerSchool. The name, school, grade level, gender and type data are referenced from the student or staff member record.</p>	<p>[Incident_Person_Role]StudentID</p> <p>[Incident_Person_Role]TeacherID</p>	<p>Required Setup</p>

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Attributes Disability 504 Injury Relationship to School SPED Code Type of Employment	Click the Plus (+) to add to a participant attribute. Choose the code from the pop-up menu. Valid values: <ul style="list-style-type: none"> • Disability as defined by Office of Civil Rights 504 • Injury • Relationship to School • SPED Code • Type of Employment Note: Special Education (SPED) Codes are required only if SPED Need data is not tracked in PowerSchool via the SAIS Needs student pages. See Knowledgebase article 58749 on PowerSource for details on setting up SPED Codes if not tracking SPED data in PowerSchool.	[Incident_Detail]LU_CODE_ID	Required Setup
Attribute Subcode Injury Relationship to School SPED Code Type of Employment	Choose a subcode from the pop-up menu for the following participant attributes: Injury, Relationship to School, SPED Code, Type of Employment.	[Incident_Detail]LU_SUB_CODE_ID	Required Setup
Attribute Code Comment Other Relationship (to School) Description of Injury	Enter a comment describing the "Other" subcode for "Relationship to School" and the Injury subcodes.	[Incident_Detail]Lookup_Code_Desc	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Role	Choose the role that best describes the participant's involvement in the incident. Valid values: <ul style="list-style-type: none"> • Reporter • Victim • Offender • Witness Note: In order to assign more than one role, click the Plus (+) sign next to Select Role(s).	[Incident_Person_Role]Role_Incident_Detail_ID	Required Setup
<p>Incident Builder: Participants: Add Other Participant</p> <p>This section defines the Person portion of the AZ Safe and Drug Free report.</p> <ol style="list-style-type: none"> 1. Click the Plus (+) button next to Participants. The Search for Student, Staff, or Other Participants dialog appears. 2. Click Create Other. The Add Other Participant dialog appears. 			
Mark Person as Unknown	Select the checkbox if the person is unknown.	[Incident_Other_Person]Is_Unknown	Not Required
First, Middle, Last	Enter the first, middle, and last names of the participant, if available.	[Incident_Other_Person]First_Name [Incident_Other_Person]Middle_Name [Incident_Other_Person]Last_Name	Required Setup
Position	Not Required	[Incident_Other_Person]Position	Not Required
Age	Not Required	[Incident_Other_Person]Age	Not Required

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Gender	Enter the gender of the participant, if available.	[Incident_Other_Person]Gender	Required Setup
Role	<p>Choose the role that best describes the participant's involvement in the incident.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Reporter • Victim • Offender • Witness <p>Note: In order to assign more than one role, click the Plus (+) sign next to Select Role(s).</p>	[Incident_Person_Role]Role_Incident_Detail_ID	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
<p>Incident Elements: Add Action</p> <p>This section defines the Action portion of the AZ Safe and Drug Free report.</p> <ol style="list-style-type: none"> 1. Click the Plus (+) button next to Incident Elements. The Incident Elements dialog appears. 2. Click Add Action. The Add Action dialog appears. <p>Note: After you create an action in response to a behavior, you must drag the action to the behavior to associate the two elements. After the action is associated with the behavior, it no longer appears under the Incident Elements heading.</p>			
Action Code	<p>Choose the action code from the pop-up menu.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • No Action • Actions Completed In One Day • Actions Completed In One or More Days • Actions Within Due Process • Removal • Other Action • Victim Related Actions 	<p>[Incident_Action]Action_Incident_Detail_ID</p> <p>[Incident_Detail]LU_Code_ID – Associates an action code to the incident.</p> <p>[Incident_LU_Code]Code_Type =actioncode</p> <p>[Incident_Person_Action]Incident_Person_Detail_ID – Associates an action code to a behavior and a participant.</p>	Required Setup
Action Subcode Action Code	<p>Choose the action subcode from the pop-up menu.</p> <p>See the <i>Appendix</i> for valid values.</p>	<p>[Incident_Action]Action_Incident_Detail_ID</p> <p>[Incident_Detail]LU_Sub_Code_ID – Associates an action subcode to the incident.</p>	Required Setup
Action Date Range: Begin Date & End Date Assigned Action Start Date Assigned Action End Date	<p>Enter the begin and end date of the Action.</p>	<p>[Incident_Action]Action_Plan_Begin_DT</p> <p>[Incident_Action]Action_Plan_End_DT</p>	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
Action Taken Detail Action Comments	Enter additional comments for "Other Action" and	[Incident_Action]Action_Resolved_Desc	Required Setup
Actual Resolution Date Date Action Decided	Enter the date that the consequence for the behavior was decided.	[Incident_Action]Action_Actual_Resolved_DT	Required Setup
Duration Code	Choose the duration from the pop-up menu.	[Incident_Detail]LU_Code_ID – Associates a duration code to the incident. [Incident_LU_Code]Code_Type =durationcode	Required Setup
Assigned Duration Number of Removal / Reassignment Days	Enter the assigned length of the disciplinary action.	[Incident_Action]Duration_Assigned	Required Setup
Action Completed	Choose Yes or No from the pop-up menu.	[Incident_Action_Attribute]Is_Yes1_No0_Attribute	Required Setup
Action Review Date	Enter the date the action is due to be reviewed for further evaluation.	[Incident_Action_Attribute]Date_Attribute	Required Setup
Scheduled Hearing/Review Date	Enter the date on which the action requires hearing or review, related to actions with due process.	[Incident_Action_Attribute]Date_Attribute	Required Setup
Name of Place a Student Moved to	Enter the name of the class, school, agency, or alternative education setting where the student was moved.	[Incident_Action_Attribute]Text_Attribute	Required Setup
Police Report #	Enter the police report number as received from the law enforcement.	[Incident_Action_Attribute_Text_Attribute]	Required Setup
Results of Referral to Law Enforcement	Choose the result of law enforcement involvement from the pop-up menu.	[Incident_Action_Attribute]LU_CODE_SUB_CODE	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
<p>Incident Elements: Add Behavior (Violation)</p> <p>This section defines the Violation portion of the AZ Safe and Drug Free report.</p> <ol style="list-style-type: none"> 1. Click the Plus (+) button next to Incident Elements. The Incident Elements dialog appears. 2. Click Add Behavior. The Add Behavior dialog appears. <p>Note: After you create a behavior for a participant, you must drag the behavior to the participant to associate the two elements.</p>			
<p>Behavior Code</p> <p>Violation Category Code</p>	<p>Choose the behavior code from the pop-up menu.</p> <p>This field defines the Violation Category Code for the AZ Safe and Drug Free report.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Aggression • Alcohol, Tobacco and Other Drugs • Arson • Attendance Policy Violation • Harassment, Threat and Intimidation • Homicide • Kidnapping • Lying, Cheating, Forgery, or Plagiarism • Other Violations of School Policies • School Threat • Sexual Offenses • Technology, Improper use of 	<p>[Incident_Detail]LU_Code_ID – Associates a behavior code to the incident.</p> <p>[Incident_LU_Code]Code_Type =behaviorcode</p> <p>[Incident_Person_Detail]Incident_Person_Role_ID – Associates a behavior code to a participant.</p>	<p>Required Setup</p>

Data Element	Additional Information	[Table]FieldName	Used in these Reports
	<ul style="list-style-type: none"> • Theft • Trespassing • Vandalism or Criminal Damage • Weapons and Dangerous Items 		
Behavior Sub code Violation Code Violation Detail Code 1 Violation Detail Code 2 Violation Detail Code 3	Choose an behavior subcode from the pop-up menu. This field defines the Violation Code, Violation Detail 1, Violation Detail 2, and Violation Detail 3 elements of the AZ Safe and Drug Free report. See the <i>Appendix</i> for valid values.	[Incident_Detail]LU_Sub_Code_ID – Associates an behavior subcode to the incident. [Incident_LU_Sub_Code]State_Detail_Report_Code	Required Setup

Data Element	Additional Information	[Table]FieldName	Used in these Reports
<p>Behavior Code Comment</p> <p>Free Form Text</p>	<p>Enter a text to describe the following violations (behavior subcodes):</p> <ul style="list-style-type: none"> • Other Violation of School Policies • Other School Threat • Other Technology • Simulated Firearm • Other Aggression • Illicit Drug • Substance represented as illicit drug • Inhalant • Unknown Drug • Drug Paraphernalia • Over the Counter Drug • Prescription Drugs • Other (Dangerous Items) • Other firearm • Simulated firearm 	<p>[Incident_Detail]Lookup_Code_Desc</p>	<p>Required Setup</p>
<p>Primary Behavior</p> <p>Primary Violation Indicator</p>	<p>Select the checkbox to indicate that this is the primary behavior for this incident.</p> <p>This field defines the Primary Violation Indicator element of the AZ Safe report.</p>	<p>[Incident_Detail]Primary_Indicator</p> <p>[Incident_LU_SUB_CODE]Severity</p>	<p>Required Setup</p>

Data Element	Additional Information	[Table]FieldName	Used in these Reports
<p>Incident Elements: Add Attribute</p> <p>This section defines the Hate Related and Gang Related portion of the AZ Safe and Drug Free report.</p> <ol style="list-style-type: none"> 1. Click the Plus (+) button next to Incident Elements. The Incident Elements dialog appears. 2. Click Add Attribute. The Add Attribute dialog appears. 			
Attribute Code Hate Related Gang Related	Select the checkboxes for Hate Related and/or Gang Related, if applicable.	[Incident_Detail]LU_Code_ID – Associates an attribute code to the incident. [Incident_LU_Code]Code_Type =attributecode [Incident_LU_Code]Incident_Category	Required Setup

Reports

The following reports are available for Arizona incident reporting.

Understanding the Report Output Table

The report output tables in this guide include the following elements:

- **Data Element** – The name of the data element.
- **Description** – Additional information about the data element, including state reporting rules.
- **[Table]** - The name of the table where the data is stored.
- **Field Name** – The name of the field where the data is stored.

Note: The Table name appears in brackets with the Field Name directly following. Example: [Table]FieldName.

- **Mandatory** – Indicates whether the field is required by the state.

AZ Safe Validation Report

This report validates incident data included in the AZ Safe and Drug Free report. The report results include messages regarding inaccurate or missing data. Use the messages to correct data before running the AZ Safe and Drug Free report.

Report Input

Follow the list of steps to locate and generate the report.

1. On the Start Page, click **Reports**. The Reports page appears.
2. Click the **State** tab. The State Reports page appears.
3. Click **AZ Safe Validation Report**. The AZ Safe Validation Report page appears.

Note: Select the checkbox next to the filter fields to save the settings as defaults. To select all checkboxes, choose **Select All** from the pop-up menu. To clear all checkboxes, choose **Clear All**.

4. Enter information in all of the required fields.
5. Click **Submit** to generate the report.

Field	Description
Students to Include	<p>Indicate which students to include in the report by selecting one of the following options:</p> <ul style="list-style-type: none"> • The selected [number] students only – Run the report for students in the current selection. • All students – Run the report for all students in the current school or district that meet the selection criteria. <p>Note: If running the report for a single student, or group of students, select the students prior to running report.</p>
Start Date	First day of the reporting period used for the report.
End Date	Last day of the reporting period used for the report.

Field	Description
Hide students with no validation violations?	Choose one of the following from the pop-up menu: <ul style="list-style-type: none"> • Yes – Choose this option to exclude students from the report if they do not have any validation errors. • No – Choose this option to include all students in the report output, both students with validation errors and students without validation errors.

Report Output

Each of the fields displayed in the output of the report are described below. See [Understanding the Report Output Table](#) for a definition of each column in the table.

If an incident returned in the Validation report should be included in the AZ Safe and Drug Free report, verify that the incident meets the criteria

Error Message	Description
Incident is missing a state reportable behavior.	Each offender in an incident must be assigned a behavior (e.g. violation).

Error Message	Description
Incident is missing a state reportable behavior sub-code.	<p>Each offender in an incident must be assigned a behavior (e.g. violation). The following behaviors require a behavior sub-code:</p> <ul style="list-style-type: none"> • Aggression • Alcohol, Tobacco and Other Drugs • Arson • Attendance Policy Violation • Harassment, Threat and Intimidation • Lying, Cheating, Forgery or Plagiarism • Other Violations of School Policies • School Threat • Sexual Offenses • Technology, Improper use of • Theft • Vandalism • Weapons and Dangerous Items
Incident is missing a reporter.	Each incident must be associated with at least one reporter.
Incident is missing an offender.	Each incident must be associated with at least one offender.
Incident is missing a state reportable action.	Each incident must be associated with at least one state reportable action. The action is assigned to a behavior, and the behavior is assigned to an offender.
Participant assigned to incident is not assigned a role (offender, reporter, etc.).	Each participant associated with an incident must be assigned a role: reporter, offender, witness, or victim.
Incident has a state reportable behavior that is not assigned. The behavior must be assigned to an offender.	Each incident must have a behavior assigned to an offender. The behavior cannot be assigned to the incident itself.

Error Message	Description
Incident has a state reportable action that is not assigned. The action must be assigned to a behavior.	Each incident must have an action assigned to a behavior. Actions cannot be assigned to offenders, or to the incident itself.
Incident has a state reportable action that is assigned to an offender. The action must be assigned to a behavior.	Each incident must have an action assigned to a behavior. Actions cannot be assigned to offenders, or to the incident itself.
Student assigned to incident is missing SAIS Student Number.	Each student assigned to an incident must be assigned a SAIS Student ID.
Student assigned to incident is missing ethnicity.	Each student assigned to an incident must be assigned an ethnicity on the Demographics student page (scheduling/reporting ethnicity).
Student assigned to incident is missing gender.	Each student assigned to an incident must be assigned a gender.
Other/unknown participant assigned to incident is missing gender.	Each non-student participant assigned to an incident must be assigned a gender. Edit the participant on the incident and choose Male or Female from the Gender pop-up menu.
Other/unknown person assigned to incident is missing position info.	Each non-student participant assigned to an incident must be assigned a Position. Edit the participant on the incident and enter a value in the Position text box.
Offender is missing state reportable behavior.	Each offender in an incident must be assigned a behavior (e.g. violation).

Error Message	Description
Offender is missing state reportable behavior sub-code.	<p>Each offender in an incident must be assigned a behavior (e.g. violation). The following behaviors require a behavior sub-code:</p> <ul style="list-style-type: none"> • Aggression • Alcohol, Tobacco and Other Drugs • Arson • Attendance Policy Violation • Harassment, Threat and Intimidation • Lying, Cheating, Forgery or Plagiarism • Other Violations of School Policies • School Threat • Sexual Offenses • Technology, Improper use of • Theft • Vandalism • Weapons and Dangerous Items
Offender's behavior is missing state reportable action.	Each behavior assigned to an offender must be assigned a state reportable action.
Action is missing an Actual Resolution Date.	<p>The following actions must be assigned a Date Action Decided:</p> <ul style="list-style-type: none"> • No Action • Actions Completed In One Day • Actions Completed In One Or More Days • Actions within Due Process • Removal • Other Action • Victim Related Actions

Error Message	Description
Action is missing the Action Completion (yes/no).	<p>The following actions must be assigned Action Completion:</p> <ul style="list-style-type: none"> • Actions Completed In One Day • Actions Completed In One Or More Days • Actions within Due Process • Removal • Other Action • Victim Related Actions
Action is missing Action Taken Detail (comments).	<p>The following actions must have comments entered for Action Taken Detail:</p> <ul style="list-style-type: none"> • No Action • Actions Completed In One Day • Actions Completed In One Or More Days • Actions within Due Process • Removal • Other Action • Victim Related Actions
Action is missing the Action Begin Date (assigned start date).	<p>The following actions must have an Action Begin Date:</p> <ul style="list-style-type: none"> • Actions Completed In One Or More Days • Removal • Other Action
Action is missing the Action End Date (assigned end date).	<p>The following actions must have an Action End Date:</p> <ul style="list-style-type: none"> • Actions Completed In One Or More Days • Removal • Other Action

Error Message	Description
Action is missing the Scheduled Hearing/Review Date.	The following action must be assigned a Scheduled Hearing/Review Date: Actions within Due Process.
Action is missing the Removal/reassignment # of days.	The following action must be assigned a value for Removal/Reassignment # of days: Removal.
Action is missing an Action subcode (other action description).	The following action must be assigned an Action Code Comment: <ul style="list-style-type: none"> • Actions Completed In One Or More Days (Action Subcode 97 only) • Other Action.
Action is missing the Name of Place Moved To.	The following actions must be assigned a value for Name of Place Moved To: <ul style="list-style-type: none"> • Actions Completed In One Day (Action Code 84 only) • Removal (Action Subcodes 89, 92, and 94 only)
Action is missing the Police Report #.	The following action must be assigned a value for Police Report #: Actions Completed In One Day (Action Subcode 83 only).
Action is missing the Results of Referral to Law Enforcement.	The following action must be assigned a value for Police Report #: Actions Completed In One Day (Action Subcode 83 only).

AZ Safe and Drug Free Report

The AZ Safe and Drug Free report generates incident data for submission to the state. The report is run at the school level, as opposed to district-wide.

Report Input

Follow the list of steps to locate and generate the report.

1. On the Start Page, click **Reports**. The Reports page appears.
2. Click the **State** tab. The State Reports page appears.
3. Click **AZ Safe and Drug Free**. The Runtime Parameters dialog box appears.
4. Enter information in all of the required fields.

Note: Select the checkbox next to the filter fields to save the settings as defaults. To select all checkboxes, choose **Select All** from the pop-up menu. To clear all checkboxes, choose **Clear All**.

5. Click **Submit** to generate the report.

Field	Description
Current Selection Students	<p>Indicate which students to include in the report by selecting one of the following options:</p> <ul style="list-style-type: none"> • The selected [number] students only – Run the report for students in the current selection. • All Students – Run the report for all students in the current school or district that meet the selection criteria. <p>Note: If running the report for a single student, or group of students, select the students prior to running report.</p>
Start Date	First day of the reporting period used for the report.
End Date	Last day of the reporting period used for the report.

Field	Description
Transaction Type	Choose one of the following from the pop-up menu: <ul style="list-style-type: none"><li data-bbox="842 315 940 342">• Add<li data-bbox="842 363 974 391">• Delete<li data-bbox="842 412 1035 440">• Replace All

Report Output

Each of the fields displayed in the output of the report are described below. See [Understanding the Report Output Table](#) for a definition of each column in the table.

Note: The tables and fields used to store incident data are not accessible via Direct Database Export (DDE) or Direct Database Access (DDA).

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Header				
AZSafeData	AZSafeData	N/A	N/A	N/A
Transaction Type	Transaction Type	The transaction type chosen at report runtime Valid values: <ul style="list-style-type: none"> • Add • Delete • Replace All 	N/A	N/A

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Submission Option	Submission Option	The type of submission selected for the school. Valid values: <ul style="list-style-type: none"> • ALLWSID – All incident data is reported, including the student's SAIS ID. • ALLWUQID – All incident data is reported, without the student's SAIS ID. • MANDWSID – Only mandatory incident data required by the state is reported, including the student's SAIS ID. • MANDWUQID – Only mandatory incident data required by the state is reported, without the student's SAIS ID. 	[Schools]AZ_Safe_Rpt_Mode	N/A
Date	Date	The date and time that the report completed.	N/A	N/A
District Identifier	Owner CTDS	The owner CTDS, which is reported as the district number, followed by three zeros.	[Prefs]Value [Prefs]Name=districtnumber	N/A
School Identifier	School CTDS	The school CTDS, which is reported as the district number, plus the first three digits of the school number.	[Prefs]Value [Prefs]Name=districtnumber [Schools]School_Number	Yes
Fiscal Year	Fiscal Year	The current fiscal year.	[Terms]FirstDay [Terms]LastDay	N/A

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Incident				
Incident ID	SMSIncidentID	The incident ID.	[Incident]IncidentID	Yes
Incident Date	incdate	The date that the incident was reported to a disciplinary authority.	[Incident]Incident_TS	Yes
Incident Time	inctime	The time that the incident occurred, in the format hh:mm:ss.	[Incident]Incident_TS	Yes
Referral Date	refdate	The date that the incident was recorded.	[Incident]Created_TS	Yes
Referring Individual First Name	reffname	The first name of the person who reported the incident.	[Incident_Person_Role]Teacher ID [Incident_Person_Role]Student ID [Incident_Person_Role]Incident_Other_Person_ID	Yes
Referring Individual Last Name	reflname	The last name of the person who reported the incident.	[Incident_Person_Role]Teacher ID [Incident_Person_Role]Student ID [Incident_Person_Role]Incident_Other_Person_ID	Yes
Time of Day	timedescription	The time that the incident occurred as it relates to the school schedule.	Time Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
Time Description	timedescription_other	The description for time code 10.	[Incident_Detail]Lookup_Code_Description	Yes

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Location	location	The location at which the incident occurred.	Location Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
Location Description	location_other	This value is the description for the location code "Other Inside Area."	[Incident]Location_Details	No
Gang Related	gangrelated	Incidents whether the motivation for the violation was gang related. Valid values: Y or N	Behavior Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
Hate Related	haterelated	Incidents whether the motivation for the violation was hate related. Valid values: Y or N	Behavior Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
Cost	cost	The cost incurred as a result of the incident.	[Incident]Financial_Impact	No
Additional Comments	comment	Additional comments regarding the incident.	[Incident]Incident_Detail_Desc	No
Persons Involved				
Person ID	SMSPersonID	The ID of a person included in the incident	[Incident_Other_Role]Incident_Other_Person_ID [Incident_Other_Role]StudentID [Incident_Other_Role]TeacherID	Yes

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Person Type	persontype	The type of participant, either student or all other people.	[Incident_Person_Role]Role_Incident_Detail_ID	Yes
Role In Incident	role	The student's role in the incident. Valid values: <ul style="list-style-type: none"> • Offender • Victim • Bystander/Witness 	Person Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
SMS/SIS Student ID	SaisID	The student's locally assigned identifier.	[Students]Student_Number	Yes
Grade	grade	The student's grade level at the time of the incident.	[Students]Grade_Level [ReEnrollments]Grade_Level	Yes
Ethnicity	ethnicity	The student's ethnicity as recorded at the time of the incident.	[Students]Ethnicity	Yes
SPED Code	SPEDCode	Indicates whether the student is enrolled in a special education program at the time of the incident.	If SPED data is tracked in PowerSchool: [StudentNeed]AZ_StudentSPED_Service If SPED data is not tracked in PowerSchool: Participant Attribute Code [Incident_Detail]LU_CODE_ID	Yes
ELL	ELL	The ELL indicator should be yes if the student was participating in a language program where the incident date occurred during or on the participation start date and end dates.	[LanguageProgramParticipation]AZ_StudentLanguageProgram	Yes

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Disability as defined by Office of Civil Rights 504	Disabled504	Indicates whether the student has special accommodations as per the Office of Civil Rights 504 at the time of the incident.	Participant Attribute Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
Date of Enrollment	enrolldate	The student's school enrollment entry date for the enrollment at the time of the incident.	[Students]EntryDate [ReEnrollments]EntryDate	Yes
Gender	gender	The student's gender. Valid values: M or F	[Students]Gender [Incident_Other_Person]Gender	Yes
Date of Birth	dob	The student's date of birth.	[Students]DOB	Yes
First Name	fname	The student's first name.	[Students]First_Name [Incident_Other_Person]First_Name	Yes
Last Name	lname	The student's last name.	[Students]Last_Name [Incident_Other_Person]Last_Name	Yes
Middle Name	mname	The student's middle name.	[Students]Middle_Name [Incident_Other_Person]Middle_Name	Yes
Name Suffix	suffix	The student's name suffix. Not supported.	N/A	N/A

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Relationship to School	reltoschool	The person's relationship to the school, if the person is not a student. <i>See Participant Attribute Codes in the Appendix for valid values.</i>	Participant Attribute Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
Reltoschoolother	reltoschoolother	The description of the relationship code "Other."	[Incident_Detail]Lookup_Code_Desc	Yes
Employmenttype	employmenttype	The person's employment type at the school, if the person is not a student. <i>See Participant Attribute Codes in the Appendix for valid values.</i>	Participant Attribute Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes
Injury	injurysustained	Indicates whether an injury was sustained as a result of the incident.	Participant Attribute Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Serious Bodily Injury as defined by U.S.C. 18 Section 1365(3)(h)	injuryserious	Indicates (Yes/No) whether serious bodily injury was incurred as a result of the incident. Serious bodily injury is defined as: <ul style="list-style-type: none"> A) A cut, abrasion, bruise, burn, or disfigurement B) Physical pain C) Illness D) Impairment of the function of a body member, organ, or mental faculty E) any other injury to the body, no matter how temporary 	Participant Attribute Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes, if an injury is sustained
Description of Injury	injurydescription	The description of the injury, if an injury was incurred.	[Incident_Detail]Lookup_Code_Desc	Yes, if injury or serious bodily injury is indicated.
Violation				
Violation ID	SMSViolationID	The violation identifier.	[Incident_Detail]Incident_Detail_ID	Yes
Violation Category Code	violationcategory	The violation category. <i>See Behavior Codes in the Appendix for more information.</i>	Behavior Code [Incident_Detail]LU_CODE_ID	No
Violation Code	Violationcode	The violation code. <i>See Behavior Codes in the Appendix for more information.</i>	Behavior Code [Incident_Detail]LU_SUB_CODE_ID	Yes

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Primary Violation Indicator	primaryviolationind	Indicates whether this violation was the primary violation in the incident.	[Incident_Detail]Primary_Indicator [Incident_LU_SUB_CODE]Severity	Yes
Violation Detail 1	violationdetail1	The 1 st tier violation subcode. See subcodes in the <i>Behavior Codes</i> table in the <i>Appendix</i> for valid values.	Behavior Code [Incident_Detail]LU_SUB_CODE_ID	Yes, based on the type of violation
Violation Detail 2	violationdetail2	The 2 nd tier violation subcode. See one of the following for valid 2 nd tier subcodes: <ul style="list-style-type: none"> • <i>Alcohol, Tobacco, and Other Drugs Subcodes</i> • <i>Theft (Property) Subcodes</i> • <i>Weapons Subcodes</i> 	Behavior Code [Incident_Detail]LU_SUB_CODE_ID	Yes, based on the type of violation
Violation Detail 3	violationdetail3	The 3 rd tier violation subcode. See <i>Alcohol, Tobacco, and Other Drugs Subcodes</i> for valid 3 rd tier subcodes.	Behavior Code [Incident_Detail]LU_SUB_CODE_ID	Yes, based on the type of violation

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Free Form Text	freeformtext	Text used to describe the following violations: <ul style="list-style-type: none"> • Other Violation of School Policies • Other School Threat • Other Technology • Simulated Firearm • Other Aggression • Illicit Drug • Substance represented as illicit drug • Inhalant • Unknown Drug • Drug Paraphernalia • Over the Counter Drug • Prescription Drugs • Other (Dangerous Items) • Other firearm • Simulated firearm 	[Incident_Detail]Lookup_Code_Desc	Yes, based on the type of violation
Action				
Action ID	SMSActionID	The action ID. There can be multiple actions for one incident.	[Incident_Action]Incident_Action_ID	Yes
Action Code	actioncode	The type of disciplinary action taken as a result of the incident. See <i>Action Codes</i> in the <i>Appendix</i> for valid values.	Action Code [Incident_Detail]LU_CODE_ID [Incident_Detail]LU_SUB_CODE_ID	Yes

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Number of Removal/Reassignment Days	removaldays	The number of days the student is suspended/removed/reassigned on actions under Due Process.	[Incident_Action]Duration_Assigned	Yes, based on the action
Assigned Action Start Date	startdate	The date that the action is due to begin.	[Incident_Action]Action_Plan_Begin_DT	Yes, based on the action
Assigned Action End Date	enddate	The date the action is due to end.	[Incident_Action]Action_Plan_End_DT	Yes, based on the action
Action Review Date	reviewdate	The date the action is due to be reviewed for further evaluation.	[Incident_Action_Attribute]Date_Attribute	Yes, based on the action
Scheduled Hearing/Review Date	scheduledate	The date on which the action requires hearing or review, related to actions with due process.	[Incident_Action_Attribute]Date_Attribute	Yes, based on the action
Date Action Decided	actiondecidedate	The date that the consequences to the violation was decided.	[Incident_Action]Action_Resolved_DT	Yes
Name of Place a Student Moved To	placemovedto	The name of the class, school, agency, or alternative education setting where a student was moved to.	[Incident_Action_Attribute]Text_Attribute	Yes, based on the action
Action Completed	iscompleted	Indicates whether the action has been completed.	[Incident_Action_Attribute]Is_Yes1_No0_Attribute	Yes
Action Comments	actioncomments	Optional additional comments for the incident.	[Incident_Action]Action_Resolved_Desc	No
Other Action Description	otheractiondescription	The description for action code 86, Other Action.	[Incident_Detail]Lookup_Code_Desc	Yes, based on the action

Data Element	XML Field	Description	[Table]FieldName	Mandatory
Police Report #	policereportnumber	The police report number as received from the law enforcement.	[Incident_Action_Attribute]Text_Attribute	Yes, based on the action
Results of referral to law Enforcement	lawenforcementresult	The result of law enforcement involvement. <i>See Action Attribute Codes in the Appendix for valid values.</i>	Action Attribute Code [Incident_Action_Attribute]LU_CODE_SUB_CODE	Yes, if law enforcement is involved

Appendix

The following tables contain details on the values saved into fields in PowerSchool. The tables specify the code element and the description for each code element.

Incident Management: Action Codes

The following codes are used when assigning actions to an incident.

Subcode	State Detail Report Code	State Reportable	Allow Comment
Category: No Action			
No Action Taken	51	N/A	N/A
Category: Actions Completed In One Day			
Confiscation of Contraband	69	N/A	N/A
Demerit	75	N/A	N/A
Drug Test	116	N/A	N/A
Local Law Enforcement Contacted	83	N/A	N/A
Parent Conference	68	Yes	N/A
Parent Notification	67	N/A	N/A
Referred to Outside Agency	84	N/A	N/A
Student Conference	66	N/A	N/A
Student Verbal Apology	64	N/A	N/A
Student Written Apology	65	N/A	N/A
Warning	61	N/A	N/A

Subcode	State Detail Report Code	State Reportable	Allow Comment
Withdrawal	60	N/A	N/A
Category: Actions Completed In One or More Days			
Behavior Contract	71	N/A	N/A
Behavior Intervention Groups: Anger Management Group	95	N/A	N/A
Behavior Intervention Group: Drug Prevention Group	96	N/A	N/A
Behavior Intervention Group: Other Group	97	N/A	Yes (Mandatory)
Behavior Intervention Plan	72	N/A	N/A
Community Service	80	N/A	N/A
Detention	62	N/A	N/A
Functional Behavioral Assessment	74	N/A	N/A
Meeting With School Counselor	76	N/A	N/A
Peer Mediation	79	N/A	N/A
Privileges Suspended	70	N/A	N/A
Restitution	81	N/A	N/A
Saturday School	63	N/A	N/A
Teen Court	78	N/A	N/A
Threat Assessment	117	N/A	N/A
Work Detail	82	N/A	N/A
Category: Actions within Due Process			
Appeal Review	54	N/A	N/A

Subcode	State Detail Report Code	State Reportable	Allow Comment
Board Review	53	N/A	N/A
Disciplinary Hearing	52	N/A	N/A
IEP Team Meeting	55	N/A	N/A
Manifestation Determination	56	N/A	N/A
Placement Review Committee	57	N/A	N/A
Category: Removal			
*Expulsion With Service	105	Yes	N/A
*Expulsion Without Service	106	Yes	N/A
*In School Suspension - Long Term With Services	123	Yes	N/A
*In School Suspension - Long Term Without Services	122	Yes	N/A
*In School Suspension - Short Term With Services	121	Yes	N/A
*In School Suspension - Short Term Without Services	100	Yes	N/A
*Out Of School Suspension - Long Term With Services	103	Yes	N/A
*Out Of School Suspension - Long Term Without Services	104	Yes	N/A
*Out Of School Suspension - Short Term With Services	101	Yes	N/A
*Out Of School Suspension - Short Term Without Services	102	Yes	N/A
*Removal By Hearing Officer For Likely Injury To Self Or Others	91	Yes	N/A
*Removal By Student's IEP Team To An Interim Alternative Education Setting	89	Yes	N/A
*Reassignment To A Different Class	92	Yes	N/A

Subcode	State Detail Report Code	State Reportable	Allow Comment
*Reassignment To Another School Within District	94	Yes	N/A
Category: Other Action			
No action subcodes are required for this action category.	N/A	N/A	N/A
Category: Victim Related Actions			
Victim Notified On Right To transfer	85	N/A	N/A
Meeting with school counselor	118	N/A	N/A
Referred to outside agency	119	N/A	N/A
Other action	120	N/A	Yes (Mandatory)

Incident Management: Attribute Codes

The following codes are used when assigning attributes to an incident.

Category	State Aggregate Report Code	Subcode	State Detail Report Code	State Reportable	Allow Comment
Gang Related	N/A	There are no subcodes for this category.	1	Yes	N/A
Hate Related	N/A	There are no subcodes for this category.	1	Yes	N/A

Incident Management: Behavior Codes

The following codes are used when assigning violations to an incident.

Category	Subcode	State Aggregate Report Code	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
Aggression		5	N/A		N/A	N/A	N/A
	Aggravated Assault	N/A	36	5	Yes	Yes	N/A
	Assault	N/A	35	7	Yes	N/A	N/A
	Disorderly Conduct	N/A	33	0	N/A	N/A	N/A
	Endangerment	N/A	89	0	Yes	N/A	N/A
	Fighting	N/A	34	30	Yes	N/A	N/A
	Minor Aggressive Act	N/A	84	0	N/A	N/A	N/A
	Recklessness	N/A	90	0	N/A	N/A	N/A
	Verbal Provocation	N/A	32	0	N/A	N/A	N/A
	Other Aggression	N/A	37	0	N/A	N/A	Yes & Make this Comment Mandatory
Alcohol, Tobacco and Other Drugs		11	N/A	N/A	N/A	N/A	N/A
	Alcohol Violation <i>See Alcohol Violation Subcodes for 2nd tier subcodes.</i>	N/A	55	28	Yes	N/A	N/A

Category	Subcode	State Aggregate Report Code	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
	Drug Violation <i>See Drug Violation Subcodes for 2nd and 3rd tier subcodes.</i>	N/A	57	12	Yes	N/A	N/A
	Tobacco Violation <i>See Tobacco Violation Subcodes for 2nd tier subcodes.</i>	N/A	56	29	Yes	N/A	N/A
Arson		1	N/A	N/A	N/A	N/A	N/A
	Arson of an occupied structure	N/A	18	16	Yes	Yes	N/A
	Arson of structure of property	N/A	17	17	Yes	N/A	N/A
Attendance Policy Violation		2	N/A	N/A	N/A	N/A	N/A
	Leaving School Grounds without Permission	N/A	19	0	N/A	N/A	N/A
	Tardy	N/A	85	0	N/A	N/A	N/A
	Truancy	N/A	20	33	N/A	N/A	N/A
	Unexcused Absence	N/A	92	0	Yes	N/A	N/A
	Other Attendance Violation	N/A	21	0	N/A	N/A	N/A
Harassment,	N/A	4	N/A	N/A	N/A	N/A	N/A

Category	Subcode	State Aggregate Report Code	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
Threat and Intimidation	Bullying	N/A	29	32	Yes	N/A	N/A
	Harassment, nonsexual	N/A	28	25	Yes	N/A	N/A
	Hazing	N/A	31	31	Yes	N/A	N/A
	Threat or Intimidation	N/A	30	23	Yes	N/A	N/A
Homicide	There are no subcodes for Homicide.	16	83	1	Yes	Yes	N/A
Kidnapping	There are no subcodes for Kidnapping.	15	82	15	Yes	Yes	N/A
Lying, Cheating, Forgery or Plagiarism	N/A	12	N/A	N/A	N/A	N/A	N/A
	Cheating	N/A	65	0	N/A	N/A	N/A
	Forgery	N/A	66	0	N/A	N/A	N/A
	Lying	N/A	64	0	N/A	N/A	N/A
	Plagiarism	N/A	67	0	N/A	N/A	N/A
Other Violations of School Policies	N/A	14	N/A	N/A	N/A	N/A	N/A
	Combustible	N/A	87	0	N/A	N/A	N/A
	Contraband	N/A	77	0	N/A	N/A	N/A
	Defiance or Disrespect Towards Authority	N/A	79	0	N/A	N/A	N/A

Category	Subcode	State Aggregate Report Code	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
	Disruptive	N/A	72	0	N/A	N/A	N/A
	Dress Code Violation	N/A	74	0	N/A	N/A	N/A
	Gambling	N/A	76	0	N/A	N/A	N/A
	Language, Inappropriate	N/A	78	0	N/A	N/A	N/A
	Negative Group Affiliation	N/A	86	0	N/A	N/A	N/A
	Parking Lot Violation	N/A	75	0	N/A	N/A	N/A
	Public Display of Affection	N/A	73	0	N/A	N/A	N/A
	Other Violation of School Policies	N/A	80	0	N/A	N/A	Yes and Make this Comment Mandatory
School Threat	N/A	6	N/A	N/A	N/A	N/A	N/A
	Bomb Threat	N/A	39	21	Yes	Yes	N/A
	Chemical or Biological Threat	N/A	40	20	Yes	Yes	N/A
	Fire Alarm Misuse	N/A	38	0	Yes	Yes	N/A
	Other School Threat	N/A	41	22	Yes	N/A	Yes and Make this Comment Mandatory

Category	Subcode	State Aggregate Report Code	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
Sexual Offenses	N/A	7	N/A	N/A	N/A	N/A	N/A
	Harassment, Sexual	N/A	43	24	Yes	N/A	N/A
	Harassment, Sexual with Contact	N/A	93	0	Yes	N/A	N/A
	Indecent Exposure or Public Indecency	N/A	42	0	N/A	N/A	N/A
	Pornography	N/A	88	0	N/A	N/A	N/A
	Sexual Abuse or Sexual Conduct with a Minor	N/A	44	11	Yes	Yes	N/A
	Sexual Assault (Rape)	N/A	45	2	Yes	Yes	N/A
Technology, Improper use of	N/A	13	N/A	N/A	N/A	N/A	N/A
	Computer	N/A	68	0	N/A	N/A	N/A
	Network Infraction	N/A	70	0	N/A	N/A	N/A
	Telecommunication device	N/A	69	0	N/A	N/A	N/A
	Other Technology	N/A	74	0	N/A	N/A	Yes and Make this Comment Mandatory
Theft	N/A	3	N/A	N/A	N/A	N/A	N/A
	Armed Robbery	N/A	27	3	Yes	Yes	N/A

Category	Subcode	State Aggregate Report Code	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
	Burglary (First Degree)	N/A	24	13	Yes	Yes	N/A
	Burglary or Breaking and Entering	N/A	23	14	Yes	N/A	N/A
	Extortion	N/A	25	6	Yes	N/A	N/A
	Petty Theft	N/A	94	0	N/A	N/A	N/A
	Robbery	N/A	26	4	Yes	N/A	N/A
	Theft (Property) <i>See Theft (Property) Subcodes for 2nd tier subcodes.</i>	N/A	22	0	N/A	N/A	N/A
Trespassing	There are no subcodes for trespassing.	9	49	0	N/A	N/A	N/A
Vandalism or Criminal Damage	N/A	8	N/A	N/A	N/A	N/A	N/A
	Graffiti or tagging	N/A	48	0	N/A	N/A	N/A
	Vandalism of personal property	N/A	47	27	Yes	N/A	N/A
	Vandalism of school property	N/A	46	26	Yes	N/A	N/A
Weapons and Dangerous	N/A	10	N/A	N/A	N/A	N/A	N/A
	Dangerous Items	N/A	53	18	Yes	N/A	N/A

Category	Subcode	State Aggregate Report Code	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
Items <i>See Weapons or Dangerous Items Subcodes for 2nd tier subcodes.</i>	Firearms	N/A	50	8	Yes	Yes	N/A
	Simulated Firearm	N/A	54	19	N/A	N/A	Yes & Make this Comment Mandatory
	Other Weapons	N/A	52	10	Yes	Yes	N/A

Incident Management: Alcohol, Tobacco and Other Drugs Subcodes

The following subcodes must be set up for Alcohol, Tobacco and Other Drugs codes, which are all behavior subcodes.

Subcode	Subcode	Subcode	State Detail Report Code	State Reportable	Police Reportable	Allow Comment
Note: The following subcodes must be set up for Drug Violation only.						
Illicit Drug	N/A	N/A	41	Yes	Yes	Yes & Make this Comment Mandatory
Substance represented as illicit drug	N/A	N/A	42	Yes	N/A	Yes & Make this Comment Mandatory
Inhalants	N/A	N/A	24	Yes	Yes	Yes & Make this Comment Mandatory
Unknown Drug	N/A	N/A	63	Yes	Yes	N/A
Drug Paraphernalia	N/A	N/A	40	Yes	N/A	Yes & Make this Comment Mandatory
Over the Counter Drug	N/A	N/A	38	Yes	N/A	Yes & Make this Comment Mandatory

Subcode	Subcode	Subcode	State Detail Report Code	State Reportable	Police Reportable	Allow Comment
Prescription Drugs	N/A	N/A	37	Yes	Yes	Yes & Make this Comment Mandatory
<p>Note: The following subcodes must be set up for all of the following:</p> <ul style="list-style-type: none"> • Alcohol Violation codes • Drug Violation subcodes (Illicit Drug, etc.) • Tobacco Violation codes 						
	Share	N/A	4	Yes	Yes	N/A
	Use	N/A	2	Yes	Yes	N/A
	Possession	N/A	3	Yes	Yes	N/A
	Sale, Distribution, or Intent to Sell / Distribute	N/A				
<p>Note: The following subcodes must be set up for each of the Illicit Drug subcodes (Share, Use, Possession, Sale, etc.).</p>						
		Ecstasy	1	Yes	Yes	N/A
		Methamphetamine	9	Yes	Yes	N/A
		Heroin	7	Yes	Yes	N/A
		Other Illicit Drug	13	Yes	Yes	N/A
		Cocaine or Crack	2	Yes	Yes	N/A
		Hallucinogens	6	Yes	Yes	N/A
		Marijuana	8	Yes	Yes	N/A

Incident Management: Theft (Property) Subcodes

The following subcodes must be set up for Theft (Property) codes, which is a subcode of the Theft behavior code.

Subcode	State Detail Report Code	State Reportable	Police Reportable	Allow Comment
School Property	1	N/A	N/A	N/A
Non school Property	2	N/A	N/A	N/A

Incident Management: Weapons and Dangerous Items Subcodes

The following subcodes must be set up for Weapons and Dangerous Items, which is a behavior subcode.

Subcode	Subcode	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
Dangerous Items	N/A	18	N/A	Yes	N/A	N/A
	Knife with blade length of less than 2.5 inches	22	0	Yes	N/A	N/A
	Mace/Pepper Spray	26	0	Yes	N/A	N/A
	Taser or Stun Gun	31	0	Yes	N/A	N/A
	B.B. Gun	24	0	Yes	N/A	N/A
	Laser Pointer	30	0	Yes	N/A	N/A
	Paintball Gun	32	0	Yes	N/A	N/A
	Simulated Knife	33	0	Yes	N/A	N/A
	Air Soft Gun	28	0	Yes	N/A	N/A
	Pellet Gun	25	0	Yes	N/A	N/A

Subcode	Subcode	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
	Other	45	0	Yes	N/A	Yes & Make this Comment Mandatory
	Razor Blade/Box Cutter	23	0	Yes	N/A	N/A
	Letter Opener	29	0	Yes	N/A	N/A
	Tear Gas	27	0	Yes	N/A	N/A
Firearms	N/A	50	8	Yes	Yes	N/A
	Other firearm	16	9	Yes	Yes	Yes & Make this Comment Mandatory
	Shotgun or Rifle	12	0	Yes	Yes	N/A
	Destructive device i.e. Bomb or Grenade	44	9	Yes	Yes	N/A
	Handgun or pistol	11	0	Yes	Yes	N/A
	Starter gun	15	0	Yes	Yes	N/A
Simulated Firearm	There are no subcodes for Simulated Firearm.	54	19	N/A	N/A	Yes & Make this Comment Mandatory
Other Weapons	N/A	52	10	Yes	Yes	N/A
	Billy Club	24	0	Yes	Yes	N/A
	Knife with a blade length of at least 2.5 inches	17	0	Yes	Yes	N/A
	Nunchakus	18	0	Yes	Yes	N/A

Subcode	Subcode	State Detail Report Code	Severity	State Reportable	Police Reportable	Allow Comment
	Brass Knuckles	19	0	Yes	Yes	N/A

Incident Management: Participant Attribute Codes

The following codes are used when assigning duration to an incident.

Category	Subcode	State Detail Report Code	State Reportable	Police Reportable	Allow Comment
Disability as defined by Office of Civil Rights 50	There are no subcodes for this category.	1	Yes	N/A	N/A
Injury	N/A	N/A	N/A	N/A	N/A
	Physical Injury	1	Yes	N/A	Yes & Make this Comment Mandatory
	Serious Bodily Injury	1	Yes	N/A	Yes & Make this Comment Mandatory
Relationship to School	N/A	N/A	N/A	N/A	N/A
	Inactive Student	3	Yes	N/A	N/A
	Other Student	15	Yes	N/A	N/A
	Administrator**	16	Yes	N/A	N/A
	Teacher**	17	Yes	N/A	N/A
	Substitute Teacher**	18	Yes	N/A	N/A
	Teacher(s) Aide**	19	Yes	N/A	N/A
	Student Teacher**	20	Yes	N/A	N/A
	Nurse or other Health Care Professional**	21	Yes	N/A	N/A

Category	Subcode	State Detail Report Code	State Reportable	Police Reportable	Allow Comment
	School Counselor**	22	Yes	N/A	N/A
	Social Worker**	23	Yes	N/A	N/A
	Other Staff**	24	Yes	N/A	N/A
	Cafeteria Staff**	25	Yes	N/A	N/A
	Maintenance Staff**	26	Yes	N/A	N/A
	Transportation Staff**	27	Yes	N/A	N/A
	SRO	28	Yes	N/A	N/A
	JPO	29	Yes	N/A	N/A
	Security Staff**	30	Yes	N/A	N/A
	Parent/Guardian	31	Yes	N/A	N/A
	Vendor	32	Yes	N/A	N/A
	Visitor	33	Yes	N/A	N/A
	Trespasser	34	Yes	N/A	N/A
	Other	35	Yes	N/A	Yes & Make this Mandatory
SPED Code	N/A	N/A	N/A	N/A	N/A
	Autism	A	Yes	N/A	N/A
	Emotional Disability	ED	Yes	N/A	N/A
	Emotional Disability (separate facility, private school)	EDP	Yes	N/A	N/A

Category	Subcode	State Detail Report Code	State Reportable	Police Reportable	Allow Comment
	Hearing Impairment	HI	Yes	N/A	N/A
	Multiple Disabilities	MD	Yes	N/A	N/A
	Multiple Disabilities - Severe Sensory Impairment	MDSSI	Yes	N/A	N/A
	Mild Mental Retardation	MIMR	Yes	N/A	N/A
	Moderate Mental Retardation	MOMR	Yes	N/A	N/A
	Other Health Impairment	OHI	Yes	N/A	N/A
	Orthopedic Impairment	OI	Yes	N/A	N/A
	Preschool - Speech/Language Delay	PSL	Yes	N/A	N/A
	Preschool - Moderate Delay	PMD	Yes	N/A	N/A
	Preschool - Severe Delay	PSD	Yes	N/A	N/A
	Specific Learning Disability	SLD	Yes	N/A	N/A
	Speech/Language Impairment	SLI	Yes	N/A	N/A
	Severe Mental Retardation	SMR	Yes	N/A	N/A
	Traumatic Brain Injury	TBI	Yes	N/A	N/A
	Visual Impairment	VI	Yes	N/A	N/A
Type of Employment	N/A	N/A	N/A	N/A	N/A
	Certified	C	Yes	N/A	N/A
	Contracted	R	Yes	N/A	N/A

Incident Management: Location Codes

The following codes are used when assigning location to an incident.

Category	Subcode	State Aggregate Report Code	State Detail Report Code	State Reportable	Allow Comment
On Campus-Inside	N/A	N/A	N/A	N/A	N/A
	Administrative Offices	N/A	1	Yes	N/A
	Cafeteria	N/A	2	Yes	N/A
	Classroom	N/A	3	Yes	N/A
	Hallway/corridor/Stairs	N/A	4	Yes	N/A
	Locker Room	N/A	5	Yes	N/A
	Restroom	N/A	6	Yes	N/A
	Library/Media Center	N/A	7	Yes	N/A
	Computer Lab	N/A	8	Yes	N/A
	Auditorium	N/A	9	Yes	N/A
	Other Inside Area	N/A	10	Yes	Yes
	Gymnasium (Bleachers/Floors)	N/A	13	Yes	N/A
On Campus-Outside	N/A	N/A	N/A	N/A	N/A
	Athletic Field or playground	N/A	11	Yes	N/A
	Stadium	N/A	12	Yes	N/A
	Bus Loading Area	N/A	14	Yes	N/A
	Parking Lot	N/A	15	Yes	N/A
	Other Inside Area	N/A	16	Yes	Yes

Category	Subcode	State Aggregate Report Code	State Detail Report Code	State Reportable	Allow Comment
Off Campus	N/A	Off Campus	N/A	N/A	N/A
	School Bus Stop	N/A	17	Yes	N/A
	On School Bus	N/A	18	Yes	N/A
	Other Modes to and from School	N/A	19	Yes	Yes
	Cyberspace	N/A	20	Yes	N/A
	Other Off-Campus School Sponsored Event	N/A	21	Yes	Yes
	Other Off-Campus Area	N/A	22	Yes	Yes

Incident Management: Time Codes

The following codes are used when assigning time to an incident.

Category	Subcode	State Aggregate Report Code	State Detail Report Code	State Reportable	Allow Comment
During Official School Hours	N/A	N/A	N/A	N/A	N/A
	Before Classes	N/A	2	Yes	N/A
	Between Classes	N/A	3	Yes	N/A
	After Classes	N/A	4	Yes	N/A
	During Classes	N/A	15	Yes	N/A
	Recess	N/A	14	Yes	N/A
	Lunch	N/A	9	Yes	N/A
	Other (explain)	N/A	10	Yes	Yes & Make this Comment Mandatory
Before School Hours	There are no subcodes for this category.	N/A	11	Yes	N/A
After School Hours	There are no subcodes for this category.	N/A	12	Yes	N/A
Unknown	There are no subcodes for this category.	N/A	13	Yes	N/A

Incident Management: Duration Codes

The following codes are used when assigning time to an incident.

Category	State Aggregate Report Code	State Detail Report Code	State Reportable	Allow Comment
Number of Days Removed/Reassigned	N/A	N/A	Yes	N/A

Incident Management: Action Attribute Codes

The following codes are used when assigning time to an incident.

Category	Subcode	State Aggregate Report Code	State Detail Report Code	State Reportable	Allow Comment
Action Completed	N/A	N/A	N/A	N/A	N/A
	Yes	N/A	1	Yes	N/A
	No	N/A	1	Yes	N/A
Action Review Date	There are no subcodes for this category.	N/A	N/A	Yes	N/A
Scheduled Hearing/ Review Date	There are no subcodes for this category.	N/A	N/A	Yes	N/A
Name of Place a Student Moved to	N/A	N/A	N/A	Yes	N/A
	Name of Place Moved To	N/A	N/A	Yes	N/A
Police Report #	There are no subcodes for this category.	N/A	N/A	Yes	N/A
Results of Referral to Law Enforcement	N/A	N/A	N/A	N/A	N/A

Category	Subcode	State Aggregate Report Code	State Detail Report Code	State Reportable	Allow Comment
	No Charges	N/A	3	Yes	N/A
	Misdemeanor charges	N/A	2	Yes	N/A
	Felony charges	N/A	1	Yes	N/A
	Probation	N/A	4	Yes	N/A
	Unknown	N/A	5	Yes	N/A

Race and Ethnicity Codes

The following codes are used to assign Race and Ethnicity Codes.

Code	Name	Description
A	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. This also includes a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
B	Black or African American (Not Hispanic)	A person having origins in any of the black racial groups of Africa.
H	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race.
I	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (Including Central America), and who maintains a cultural identification through tribal affiliation or community recognition.
W	White (Not Hispanic)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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