

Incident Reports:

To run the incident reports, you will need to follow a few steps.

First in school setup you will need to add the short codes to just before the Description for Conduct codes and Conduct action. Go

to School Setup and Student - Codes/Actions. Select Conduct Codes and Conduct Action and adjust if necessary.

Conduct Codes...

Short Code	Description	Default
N/A	N/A	<input checked="" type="radio"/>
01	01 Assault/battery w/firearm	<input type="radio"/>
02	02 Assault/battery w/knife	<input type="radio"/>
03	03 Assault/battery w/other	<input type="radio"/>
04	04 Assault/battery Aggravated	<input type="radio"/>
05	05 Assault/battery, simple	<input type="radio"/>
06	06 Violence-Other	<input type="radio"/>
40	40 Graffiti	<input type="radio"/>
41	41 Criminal Damage	<input type="radio"/>
42	42 Breaking/enter, Burglary	<input type="radio"/>

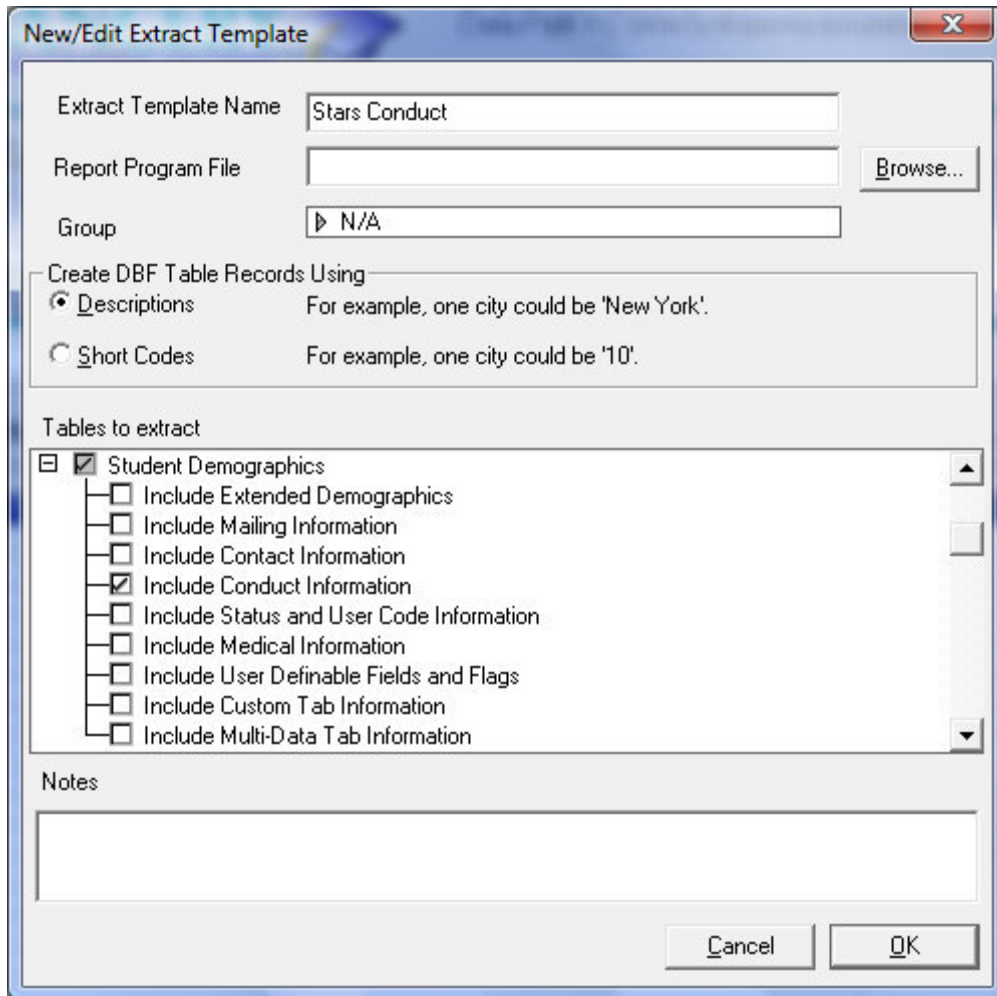
Print... Cancel OK

Conduct Action...

Short Code	Description	Default
N/A	N/A	<input checked="" type="radio"/>
Susp	Suspended	<input type="radio"/>
30	30 Arrest/referral to Justice	<input type="radio"/>
33	33 Expulsion	<input type="radio"/>
31	31 In-school	<input type="radio"/>
34	34 None	<input type="radio"/>
35	35 Other/unknown	<input type="radio"/>
32	32 Suspension	<input type="radio"/>
001	001 Suspension/Alcohol	<input type="radio"/>
003	003 Suspension/Discipline	<input type="radio"/>

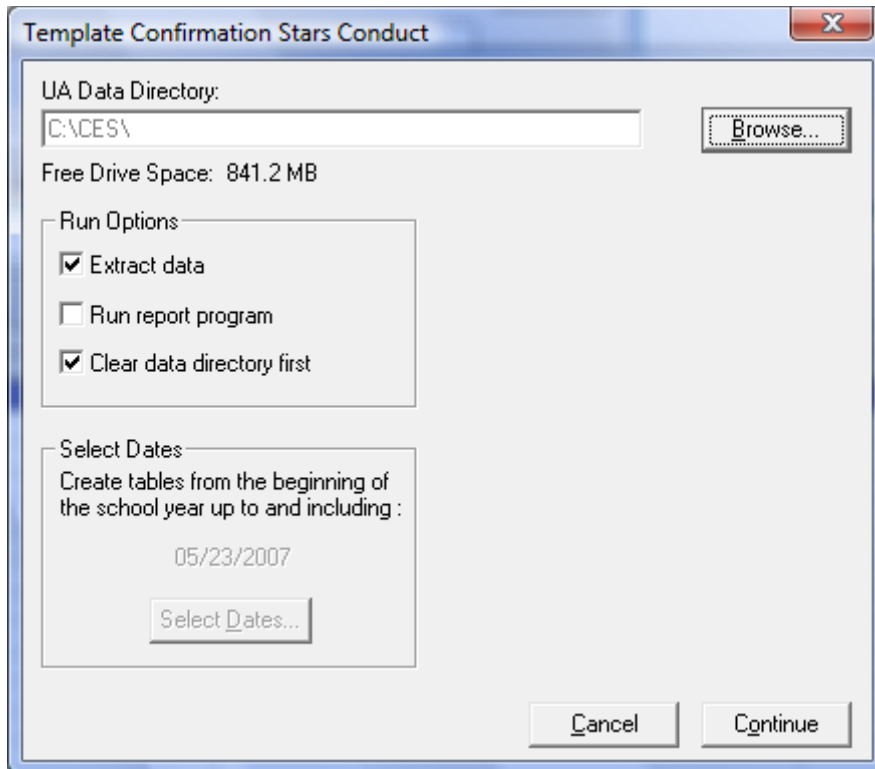
Print... Cancel OK

Now close out of School Setup and Go to Universal Access. Go to the File menu and create new template. Make sure to select Descriptions option for Create DBF Table Records. Next, select only Include Conduct Information. All other check boxes should have no checks in them. Only the Student Demographics and Include Conduct Information should have checks. Click ok to save the template.



Run the Stars Conduct template you just created, make sure to select the Clear data directory first option.

Important! In your normal stars template make sure to uncheck the Include Conduct Information. This is never needed during the year, it is only needed when you run the incident reports at the end of the year. When running the normal stars template DO NOT select the clear data directory first option.



You may now run any of the Stars templates.