

# PIMS Incident Offender Disciplinary Action Template (Pennsylvania)

Last Modified on 05/06/2025 12:27 pm CDT

Tool Search: PIMS Extracts

The Incident Offender Disciplinary Action Template is used to track disciplinary sanctions as well as referral to or participation in remedial programs.

See the [PIMS Reporting](#) article for additional PIMS Reporting information.

## Report Logic

Offenders with a Disciplinary Action Code between S1-S10 report. If the offender is referred to or participating in a remedial program, multiple records will report for each additional Disciplinary Action Code between R1-R9.

Behavior incidents must have a behavior resolution with a state code in order to report. If no state code is assigned to the resolution, the Disciplinary Action Code reports blank.

The Behavior Role must be an Offender.

Only behavior incidents that are marked as Submitted, In Progress or Complete report. Behavior incidents that are in Draft status do not report.

Reports all matching students from that school for the selected calendar. Students report even if they are enrolled in a different calendar and the calendar in which they are enrolled is not selected on the extract editor. Reports all associated behavior data from an incident that happened in a selected calendar. Incident and incident related reports are not included in the report population if the calendar selected in the extract editor is not the calendar in which the incident was documented. Incidents and students involved in incidents do not report in calendars marked as Exclude (System Administration > Calendar > Calendar > Exclude).

Student enrollments marked as [State Exclude](#) do not report.

## Generate the Incident Offender Disciplinary Template

1. Select **Incident Offender Disciplinary Template** from the **Extract Type** from the dropdown list.
2. Enter the **Start Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
3. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. If desired, select an **Ad hoc Filter** to return only those students included in that filter.
6. Select the appropriate **Calendar(s)** from which to include data on the extract.

- Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

	A	B	C	D	E	F	G	H	I	J
1	DistrictCode	IncidentID	OffenderID	DisciplinaryActionCode	SchoolYearDate	Field6	Field7	OriginalDisciplinaryActionDuration	Field9	ReceivedServices
2	105252602	123456	1111111111	S2	6/30/2010					N
3	105252602	234561	2222222222	S4	6/30/2010					N
4	105252602	345612	3333333333	S4	6/30/2010					N
5	105252602	456123	4444444444	R9	6/30/2010					N
6	105252602	561234	5555555555	S4	6/30/2010					N
7	105252602	612345	6666666666	R9	6/30/2010					N

*Incident Offender Disciplinary Action Template - State Format (comma delimited)*

Incident Offender Disciplinary Action Template Records:10764										
DistrictCode	IncidentID	OffenderID	DisciplinaryActionCode	SchoolYearDate	Field6	Field7	OriginalDisciplinaryActionDuration	Field9	ReceivedServices	
105252602	123456	1111111111	S2	2010-06-30					N	
105252602	234561	2222222222	S4	2010-06-30					N	
105252602	345612	3333333333	S4	2010-06-30					N	
105252602	456123	4444444444	R9	2010-06-30					N	
105252602	561234	5555555555	S4	2010-06-30					N	
105252602	612345	6666666666	R9	2010-06-30					N	

*Incident Offender Disciplinary Action Template - HTML Format*

## Report Layout

Element	Description	Campus Interface
<b>Submitting District Code</b>	The unique 9-digit Administrative Unit Number assigned by the Pennsylvania Department of Education to the place at which the incident occurred.  <i>Alphanumeric, 20 characters</i>	System Administration > Resources > District Information > State District Number  District.number
<b>Incident ID</b>	The unique number assigned to the behavior event associated with the incident.  <i>Alphanumeric, 30 characters</i>	Student Information > General > Behavior Tab > Behavior Event > Event ID  BehaviorEvent.eventID
<b>Offender ID</b>	The unique identifier assigned to the offender involved in the incident.  <i>Alphanumeric, 20 characters</i>	Census > People > Person Identifiers > State ID  Identity.personID

Element	Description	Campus Interface
<b>Disciplinary Action Code</b>	<p>Reports one record with a state coded resolution beginning with S when more than one resolution with a state code of S is associated with the student.</p> <ul style="list-style-type: none"> <li>Resolutions must have a state code. If there is no state code, this field reports blank.</li> <li>The record with the highest number reports.</li> </ul> <p>Report multiple records with state coded resolution starting with R when more than one resolution with state code R is attached to the student.</p> <p>The code representing the sanction the offender received or the remedial program the offender has been referred to/is participating.</p> <p>See the <a href="#">Discipline and Remedial Program Codes</a> for options.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; New Resolution &gt; Resolution</p> <p>BehaviorDetail.resolutionCode</p>
<b>School Year Date</b>	<p>A single date indicating the whole school year.</p> <p><i>Date Field, 10 characters, YYYY-MM-DD</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; End Date</p> <p>Calendar.endDate</p>
<b>Filler 1</b>	This field reports blank.	N/A
<b>Filler 2</b>	This field reports blank.	N/A
<b>Original Disciplinary Action Duration</b>	<p>The number of school days the student was suspended or expelled.</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; New Resolution &gt; Duration</p> <p>BehaviorDetail.resolutionLength</p>
<b>Filler 3</b>	This field reports blank.	N/A

Element	Description	Campus Interface
<b>Educational Service</b>	<p>The indicator of whether or not the student received services during expulsion. Required if Disciplinary Action Code is S5, S6 or S7.</p> <ul style="list-style-type: none"> <li>• Reports a value of Y when the Action Code is AR or NR, or</li> <li>• Reports a value of Y when a state resolution of any R1-R9 is associated with the offender, along with a state resolution code of S5, S6 or S7 if the Alternative Education Assignment and Services field is blank.</li> <li>• Otherwise, reports a value of N.</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Behavior &gt; Behavior Management &gt; New Resolution &gt; Alt Ed Assignment and Services</p> <p>BehaviorDetail.serviceProvided</p>
<b>Disciplinary Action Comment</b>	<p>The comments pertaining to the discipline the student received or remedial program in which the student is enrolled.</p> <p>Required if Disciplinary Action Code is S10 or R9, or if the incident involved a weapon (State Event Incident Codes 39-46) and not a Disciplinary State Resolution Code of S5, S6 or S7.</p> <p>Reports <i>Student received other disciplinary sanction or remedial program</i> when the resolution is S10 or R9, or if Incident involved a weapon selection (State Event Incident Codes 39-46) and does not have a Disciplinary State Resolution Code of S5, S6, or S7, and the Resolution Details is blank.</p> <p>If Resolution Details is not blank, data reports from the Resolution Details.</p> <p><i>Alphanumeric, 500 characters</i></p>	<p>Behavior &gt; Behavior Management &gt; New Resolution &gt; Resolution Comments</p> <p>BehaviorDetail.resolutionComments</p>

## Discipline and Remedial Program Codes

Code	Description
<b>Discipline</b>	
<b>S1</b>	None
<b>S2</b>	Detention
<b>S3</b>	In school suspension
<b>S4</b>	Out of school suspension
<b>S5</b>	Expulsion - less than one calendar year
<b>S6</b>	Expulsion - one calendar year
<b>S7</b>	Expulsion - more than one calendar year
<b>S8</b>	Special education student removed to an interim alternative education setting by school personnel
<b>S9</b>	Special education student removed to an interim alternative educational setting by due process hearing officer
<b>S10</b>	Other
<b>Remedial Programs</b>	
<b>R1</b>	Alternative Education
<b>R2</b>	Homebound Instruction
<b>R3</b>	Student Assistance Referral
<b>R4</b>	Drug/Alcohol Counseling
<b>R5</b>	Guidance Counseling
<b>R6</b>	Psychological Evaluation
<b>R7</b>	Peer Mediation / Conflict Resolution
<b>R8</b>	Anger Management
<b>R9</b>	Other

## Previous Versions

[PIMS Incident Offender Disciplinary Action Template \(Pennsylvania\) \[.2211 - .2243\]](#)