

# Behavior Removal Report

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Tool Search: Removal Report

The Removal Report lists Resolutions assigned to students which have a Removal subtype of Detention, Suspension and/or Expulsion. The report can be modified in various ways, including reporting resolutions based on the Date assigned, the Staff Member who assigned the resolution and the Removal Type. Results can be grouped by Staff, Student or Removal Type.

Removal Subtypes are assigned to Behavior Resolutions in the [Resolution Type](#) editor in Behavior Office Settings.

Removal Report ☆

Behavior Office > Reports > Removal Report

Behavior Removal Report

This report will list the number of Removals by type. Results can be grouped by Staff Member, Staff Member with Student, Removal Type or Student.

Which students would you like to include in the report?

☒ Grade

All Students
06
07
08

☐ Ad Hoc Filter

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

2021-22
2021-22 Middle School

Date Range: From  To 

CTRL-click or SHIFT-click to select multiple

Display:
☐ Race/Ethnicity
☐ Gender Identity
☐ Special Ed

Staff Member:

All
Staff, Alison
Staff, Brian
Staff, Callie
Staff, David
Staff, Emily

Removal Type:

All
Detention
Suspension
Expulsion

How would you like records to be grouped?

☒ Staff
☐ Staff with Students
☐ Student
☐ Removal Type

Report Format: PDF

Generate Report

Behavior Removal Report

See the [Behavior Reports Tool Rights](#) for information on available tool rights for this report.

# Editor Fields

The following table describes the options available for generating the Event Report and how those options affect the generated report.

Field	Description
<b>Student and Date Fields</b>	
<b>Grade</b>	Limit report results to only students actively enrolled in the selected grade(s).
<b>Ad Hoc Filter</b>	Limit report results based on the parameters of an existing <a href="#">Ad hoc Filter</a> .
<b>Date Range</b>	Limit report results to only resolutions assigned during the date range entered.
<b>Calendar(s)</b>	Limit report results to only resolutions assigned during the selected calendar(s).
<b>Display Options</b>	<b>These options appear based on the setting established in the <a href="#">Preferences</a> tool.</b>
<b>Race/Ethnicity</b>	Reports the Race/Ethnicity code for each participant.
<b>Gender Identity</b>	Reports the Gender of each participant - Male, Female, or Other (non-Male, non-Female).  Other Gender is only included when a state has chosen to include additional gender option(s).
<b>Special Ed</b>	Reports a Y or N based on whether the participant has an active and locked IEP at the time of the incident.
<b>Staff Member</b>	Filters report results to only resolutions assigned by the selected individual(s).
<b>Removal Types</b>	Filters report results to only the selected Resolution Subtype(s).
<b>Grouping Options</b>	<b>See the following images for examples of each Grouping option.</b>

Field	Description
<b>Staff</b>	Groups records reported by the individual who assigned the resolution.
<b>Staff with Student</b>	Groups records reported by the individual who assigned the resolution with the participants listed.
<b>Student</b>	Groups records by participant name.
<b>Removal Type</b>	Groups records by removal subtype.

## Generate the Behavior Removal Report

1. Indicate which students should be included in the report by selecting a **Grade** level or **Ad hoc Filter**.
2. Select the **Calendar(s)** that should be included in the report or enter a **Date Range** in *mmddyyyy* format or by clicking the calendar icons and selecting dates. Leaving the Date Range blank reports for the selected calendar.
3. Select which participant details should **Display** in the report, *Race/Ethnicity*, *Gender* or *Special Ed*. These options only appear if the [preferences](#) for them are set to yes.
4. Indicate if only resolutions assigned by a particular **Staff** should be reported. This list is populated by staff members who have "Behavior Admin" marked on their [District Assignments](#).
5. Select which **Removal Type(s)** should be included in the report. Select multiple types by using the SHIFT and CTRL keys.
6. Indicate how the report should be **grouped**, by *Staff*, by *Staff with Student*, by *Student* or by *Removal Type*.
7. Select the desired **Report Format** - PDF or DOCX.
8. Click the **Generate Report**. The report displays in the selected format.

## Report Examples

Each report displays with a header which includes School information, and a summary of the report settings and the information included (grades, types, grouping, etc). Each of the following examples shows a different **Grouped By** option, which affect the format of the generated report.

**2017-18  
High School**

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**Behavior Removal Report**

All Grades; All Removal Types  
All Staff; Group by Staff

Staff Member	Detention	Suspension	Expulsion	Sped	Male	Female	Race Count						
							1	2	3	4	5	6	7
No Staff Assigned	0	3	0	0	2	1	0	1	0	0	0	2	0

**Races:**  
 1: Hispanic/Latino  
 2: American Indian or Alaska Native  
 3: Asian  
 4: Black or African American  
 5: Native Hawaiian or Other Pacific Islander  
 6: White  
 7: Two or more races

*Behavior Removal Report - Grouped by Staff*

**2017-18  
High School**

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**Behavior Removal Report**

All Grades; All Removal Types  
All Staff; Group by Staff with Student

<b>Staff, Alan</b>			
Student, Anne	(White, not Hispanic , M)	05/09/2018	Suspension
<b>Staff, John</b>			
Student, Adam	(American Indian or Alaskan Native , F)	02/02/2018	Suspension
Student, Anne	(White, not Hispanic , M)	02/09/2018	Suspension

*Behavior Removal Report - Grouped by Staff with Student*

**2017-18  
High School**

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**Behavior Removal Report**

All Grades; All Removal Types  
All Staff; Group by Student

<b>Student, Adam</b>			(American Indian or Alaskan Native , F)
	02/02/2018	Suspension	
<b>Student, Anne</b>			(White, not Hispanic , M)
	02/09/2018	Suspension	
	05/09/2018	Suspension	

*Behavior Removal Report - Grouped by Student*

**2017-18  
High School**

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**Behavior Removal Report**

All Grades; All Removal Types  
All Staff; Group by Type

**Expulsion**

Student, Adam	(American Indian or Alaskan Native , F)	02/02/2018
Student, Anne	(White, not Hispanic , M)	02/09/2018

**Suspension**

Student, Adam	(American Indian or Alaskan Native , F)	02/02/2018
Student, Anne	(White, not Hispanic , M)	02/09/2018
Student, Anne	(White, not Hispanic , M)	05/09/2018

*Behavior Removal Report - Grouped by Removal Type*