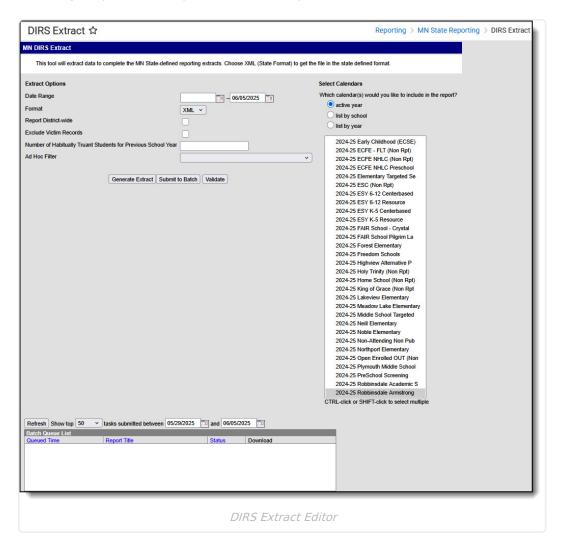# DIRS Extract (Minnesota)

Last Modified on 06/26/2025 11:58 am CDT

Tool Search: DIRS Extract

The Disciplinary Incident Reporting System (DIRS) extract reports information about behavior data including suspensions, expulsions, and weapons.

DIRS Extract Editor

DIRS Extract Information
[DIRS Extract 🔗](#)

Generating the Extract

1. Enter a **Date Range** to limit records to those with a Date of Incident on or within the range. The End Date defaults to the current date.
2. A **Format** of *XML* is selected by default.
3. Mark **Report District Wide** to generate the extract for all calendars in the current School

Year.

4. Mark **Exclude Victim Records** to exclude participants with a Role of Victim from the extract if Victim records should not be included in the extract.
5. Enter a **Number of Habitually Truant Students from Previous School Year** to report that value in the extract. If a number is not entered in this field, a value of 000 reports and should be updated manually.
6. Select an **Ad hoc Filter** to limit records reports.
7. Select the **Calendar(s)** to be included in the report.
8. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users can submit an extract request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.