

# DIRS Extract (Minnesota)

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Tool Search: DIRS Extract

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

**DIRS Extract ☆**

Reporting > MN State Reporting > DIRS Extract

**MN DIRS Extract**

This tool will extract data to complete the MN State-defined reporting extracts. Choose XML (State Format) to get the file in the state defined format.

**Extract Options**

Date Range:  - 06/05/2025

Format: XML

Report District-wide:

Exclude Victim Records:

Number of Habitually Truant Students for Previous School Year:

Ad Hoc Filter:

**Select Calendars**

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

active year  
 list by school  
 list by year

2024-25 Early Childhood (ECSE)  
2024-25 ECFE - FLT (Non Rpt)  
2024-25 ECFE NHLC (Non Rpt)  
2024-25 ECFE NHLC Preschool  
2024-25 Elementary Targeted Se  
2024-25 ESC (Non Rpt)  
2024-25 ESY 6-12 Centerbased  
2024-25 ESY 6-12 Resource  
2024-25 ESY K-5 Centerbased  
2024-25 ESY K-5 Resource  
2024-25 FAIR School - Crystal  
2024-25 FAIR School Pilgrim La  
2024-25 Forest Elementary  
2024-25 Freedom Schools  
2024-25 Highview Alternative P  
2024-25 Holy Trinity (Non Rpt)  
2024-25 Home School (Non Rpt)  
2024-25 King of Grace (Non Rpt)  
2024-25 Lakeview Elementary  
2024-25 Meadow Lake Elementary  
2024-25 Middle School Targeted  
2024-25 Neill Elementary  
2024-25 Noble Elementary  
2024-25 Non-Attending Non Pub  
2024-25 Northport Elementary  
2024-25 Open Enrolled OUT (Non  
2024-25 Plymouth Middle School  
2024-25 PreSchool Screening  
2024-25 Robbinsdale Academic S  
2024-25 Robbinsdale Armstrong

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 05/29/2025 and 06/05/2025

**Batch Queue List**

Queued Time	Report Title	Status	Download

*DIRS Extract Editor*

## Report Editor

Data Element	Description
Extract Information	<a href="#">DIRS Extract</a> 

Data Element	Description
<b>Date Range</b>	Scopes the report to the specific dates entered.
<b>Select Calendars</b>	Allows the user to select the calendar for which the report will be generated. At least one calendar is required.
<b>Format</b>	XML is the only option.
<b>Report District-wide</b>	When selected, the report is generated for all Schools in the selected School Year.
<b>School Year</b>	This field appears when the Report District-wide checkbox is marked. It is required to identify the School Year for the report.
<b>Exclude Victim Records</b>	When selected, the report will exclude all data elements that are children of the victim list.
<b>Number of Habitually Truant Students for Previous School Year</b>	Used to enter a value to be included in the report. This field is only available when the Report District-wide checkbox is not marked.
<b>Ad hoc Filter</b>	A selection in this field causes the extract to only include students included in the Ad hoc filter. For example, if an Ad hoc filter is selected that lists all 9th grade students, only those students are included in the extract.
Output Options	
<b>Report Processing</b>	<p>To generate the report immediately, select <b>Generate Now</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option. <b>Validate</b> generates the Validation report, which will compare calculated values against XSD and XSL schema (Confirm that the data types calculated are valid for the constraints).</p> <p>The Batch Queue processing can be used for both the report generation and the report review, allowing results to be reviewed at a later time. 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 <a href="#">Batch Queue</a> article.</p>

## Generate 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 the records that are reported.
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 generates. **Validate** generates the Validation report, which will compare calculated values against XSD and XSL schema.

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