## School Policy (Minnesota)

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## Create a School Policy Record

The School Policy tab records policies in place by schools. This data is reported in a school's discipline reporting through the DIRS extract.

School Policy Setup ☆	School & District Settings > School Policy Setup
\varTheta New 🗈 Save 🔕 Delete	
Select School 2/3 Day Preschool - NHLC (Non Rpt) 2/3 Day Preschool - ZLE (Non Rpt) 2/3 Day Preschool - NHLC (Non Rpt) 2/3 Day Preschool - NHLC (Non Rpt) Auth Academic Program Auth Academic Program C & T OUT (Non Rpt) C & T OUT (Non Rpt) C & Cooper Credit Recovery C & C & Cooper Credit Recovery C & C & C & C & C & C & C & C & C & C &	Policy Editor  *School Select Values  *Delicy Select Values Comments
Cypers Reports School	

Use the School Policy tab to record school-specific policies.

Policy options are defined in the <u>Attribute Dictionary</u>. Core options are provided; localized options can be added as well.

## **Create a School Policy Record**

To create a record that applies to multiple schools, click **New** without selecting a school. Select **Schools** in the dropdown list.

Policy Editor *School	
Cleveland Elementary	
* McKinley Elementary School	
*Start Date	End Date
*Policy	

To create a record that applies to only one school, select the **School** from the list and click **New**.

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Start Date	End Date
Policy	
Select Values	

- 1. Enter a **Start Date** for the policy record. Records for each policy cannot overlap.
- 2. Enter an **End Date** if desired.
- 3. Select each **Policy** in place for the school(s).
- 4. Enter **Comments** if necessary.
- 5. Click **Save** when complete.

If the record included multiple policies and or multiple schools, individual records are created upon save with one record per policy per school. Click the + sign next to a school to view policy records.