



# 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.

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

Policy options are defined in the [Attribute Dictionary](#). 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.

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

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.

