

# 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 > Schools > School Policy Setup

**New** **Save** **Delete**

**Select School**

- 2/3 Day Preschool - NHLC (Non Rpt)
- 2/3 Day Preschool - ZLE (Non Rpt)
- 5 Day Preschool - NHLC (Non Rpt)
- [object Object]
- Adult Academic Program
- Armstrong Credit Recovery
- C & T OUT (Non Rpt)
- Cooper Credit Recovery
- Crystal Learning Center (Non Rpt)
- Cyp DIS
- Cypress Reports School
- Cypress School

**Policy Editor**

**\*School**

Select Values

**\*Start Date** **End Date**

**\*Policy**

Select Values

Comments

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.

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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**.

**Policy Editor**

**School: Fillmore Middle School**

**\*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.

