Detention Tracker

Last Modified on 12/14/2025 8:45 pm CST
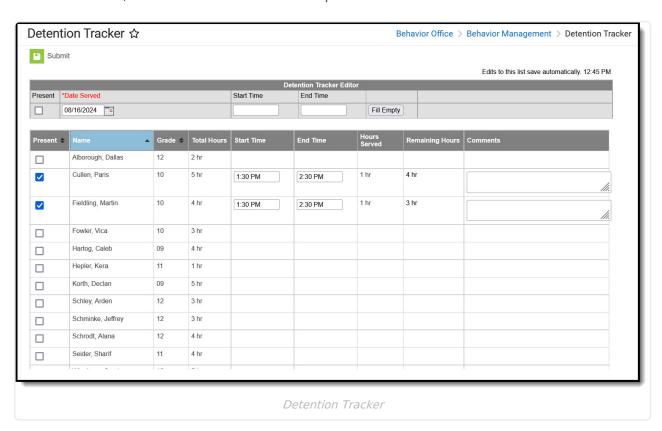
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The Detention Tracker collects detention resolutions assigned on the student [Behavior tool](#) or the [Behavior Management tool](#) and allows users to manage detentions as they are served. This article describes how to enter detention served information for groups or individual students.

To appear in the Detention Tracker, the Behavior Resolution assigned to a student must have a subtype of **detention** set for the [Resolution Type](#). The Detention Tracker is used to record detention served, not to enter new detention requirements.

Detention Tracker

See the[Detention Tracker Tool Rights](#) article for information on available tool rights.

Changes made in the Detention Tracker are saved automatically when the user clicks or tabs away from a field. The time the last save occurred appears in the top right corner of the editor.

Users can navigate away from the Detention Tracker without submitting the information and return to it. Student Behavior information will not be updated until **Submit** is selected.

Once a detention record has been submitted, the record for detention served can only be **modified** in the Detention section of the student's individual Behavior tool.

Enter Detention for a Group of Students

Records for detention served can be entered for all students on the list at once.

1. Mark **Present** in the Detention Tracker Editor to automatically mark 'Present' for all students in the list. To remove students from the mass update, unmark the Present checkbox for those students.
2. Enter a **Date Served** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This field defaults to the current date.
3. Enter **the Start** and **End Time** for the detention served record. If any students with Present marked already have Start or End Times entered, the editor will not overwrite those fields and will insert values for any empty fields.
4. Click **Fill Empty** to update all students who have the Present checkbox marked. The Detention Tracker record fields below will be updated to reflect the change. The record is not fully submitted until the **Submit** button is selected.

Enter Detention for Individual Students

Records for detention served can be entered for individuals by leaving only one student's name marked as Present.

1. Mark the **Present** checkbox for the student who is serving detention. Once this checkbox is marked, the Time and Comment fields will become editable.
2. Enter a **Start Time** in standard or military time.
3. Enter an **End Time** in standard or military time.
4. **Hours Service** and **Remaining Hours** will update automatically after clicking or tabbing away from the Time fields.
5. Enter any **Comments** to be attached to the record.
6. Changes to the record will be saved automatically. Select **Submit** to validate and save changes and update the student's Behavior tab.

Detention Tracker Record Fields

Present, Name, and Grade columns are sortable by clicking the header row. The table is sorted automatically by student's last name or alphabetically/numerically, depending on the column selected.

Field Name	Description
Present	This checkbox indicates that the student is present to serve detention. Marking this checkbox will enable other fields in the Detention Tracker to be editable.
Name	Autopopulates with the student's last name and first name. *Display only.*
Grade	Autopopulates with the student's grade level based on the student's most current [enrollment](#). *Display only.*
Total Hours	The total number of hours of detention the student is required to serve, spanning all detention resolutions. *Display only.*
Start Time	The start time of this instance of the student serving detention. Times can be entered in standard or military time. *Editable when **Present** is checked.*
End Time	The end time of this instance of the student serving detention. A start time must be entered before an end time can be. Times can be entered in standard or military time. *Editable when **Present** is checked.*
Hours Served	Calculates based on the Start and End Time entered. *Display only*.
Remaining Hours	Calculates as the difference between Total Hours and Hours Served. If the Hours Served exceed the Total Hours, this value will be displayed in red. *Display only.*
Comments	Any comments attached that should be included. *Editable when **Present** is checked.*