Montana Edition Behavior Import

Last Modified on 10/21/2024 8:22 am CDT
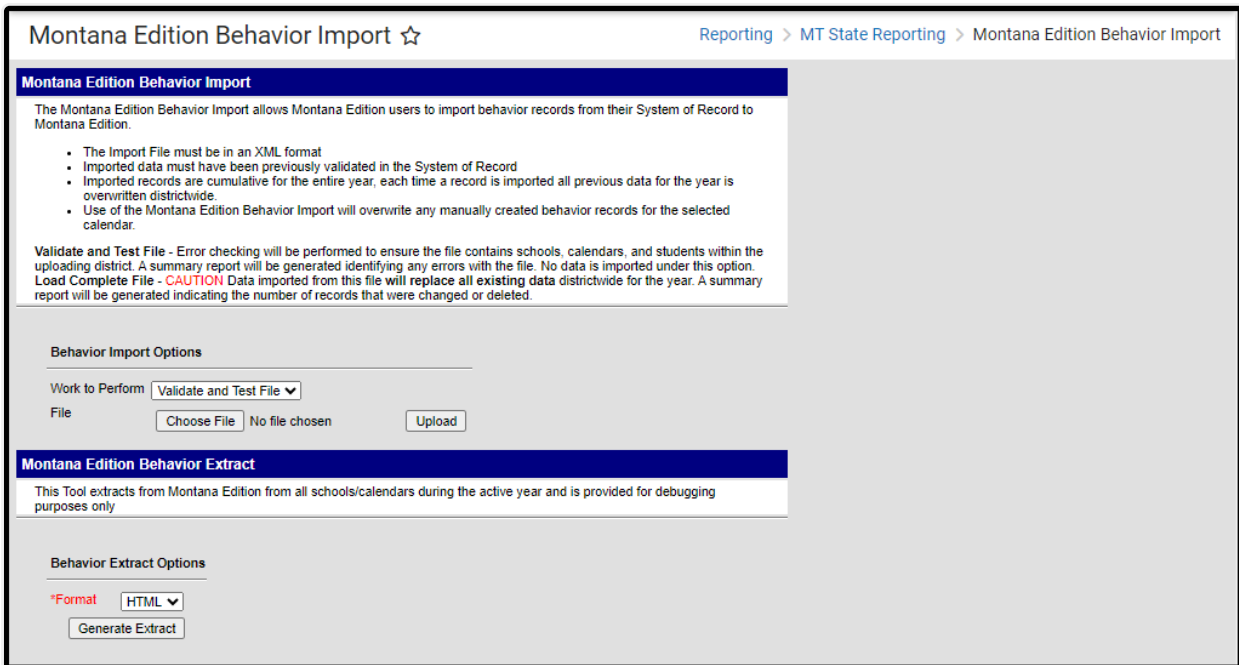
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Tool Search: Montana Edition Behavior Import

The Montana Edition Behavior Import provides districts who are not currently using Infinite Campus District Edition the ability to import State-required and tracked student behavior data for their district.

For assistance in debugging issues when importing behavior data, users can run the Behavior Extract to see a report of behavior data as it exists in the Infinite Campus database.

> **This tool is only available in the Montana Edition of Infinite Campus.**

Montana Edition Behavior Import Tool

Tool Rights

Users must have at least **R**(ead) tool rights in order to import a file or generate the extract.

Montana Edition Behavior Import Tool Rights

Import Behavior Data

When importing your district's behavior data, you must ensure:

- It is an XML file and follows the accepted file format.
- Imported records have been previously validated in the System of Record

Imported records are cumulative for the entire year. Each time a record is imported, all previous data for the year is overwritten districtwide.

Use of this tool will overwrite any manually created behavior records for the selected calendar.

Please see the Import File Format section for more information.

To Import Your Behavior Data:
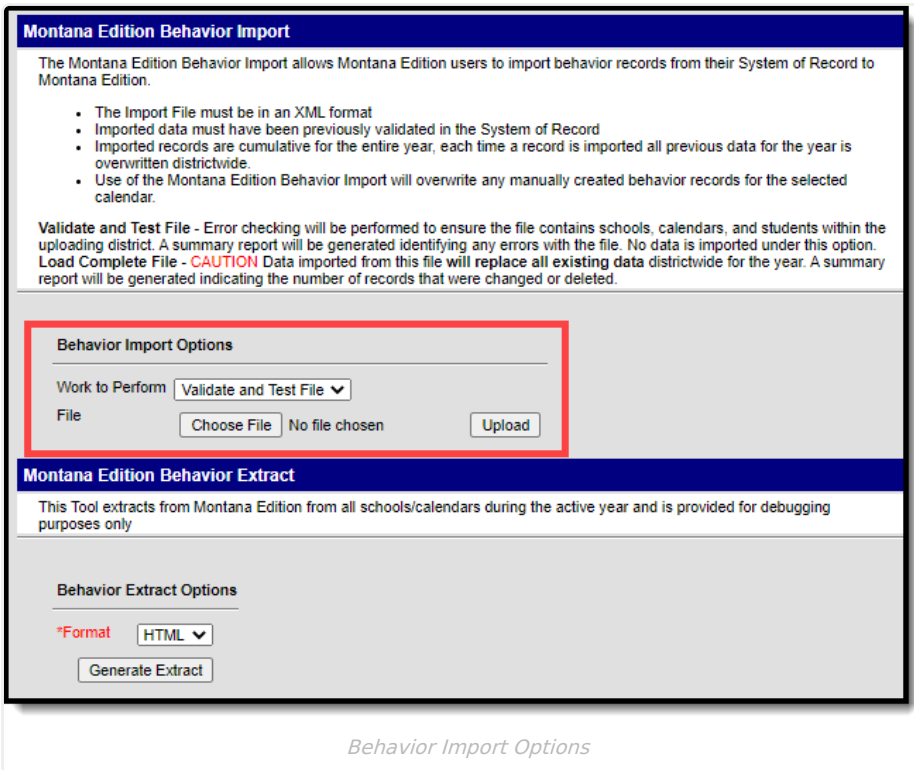
Behavior Import Options

Decided what **Work to Perform**:

- **Validate and Test** - In this mode, the file will be uploaded and all data validation will be performed to ensure the file conforms to the file specifications. See the Import File Validations section for more information on how each element is validated.
- **Load Complete File** - Data imported from this file will replace all existing data districtwide for the year. A summary report will be generated indicating the number of records that were changed or deleted.

1. Click **Choose File** and locate your Behavior XML file.
2. Click **Upload**. Depending on the Work to Perform value selected, you will either be given a validation report for review or a summary report of the number of records imported, changed, and deleted.

Import File Format

The table below defines the XML format for the import file, including descriptions for each element, where in Infinite Campus the data will be saved and accessed, and the format required.

Click here to download an example Behavior Import XSD file.📎

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
<?xml version="1.0" encoding="UTF-8"?>			
-<Behavior xmlns="http://tempuri.org/Behavior.xsd">			
<BehaviorIncident>			

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
District Number <DistrictNumber>	The district number where the behavior record is tied to. District number on import MUST match district number tied to the calendar where the import is occurring.	District Information > Number District.Number	Numeric
School Number <SchoolNumber>	The school number tied to the selected calendar. Must match on school number that the calendar selected is tied to.	School Information > State School Number School.number	Numeric
Calendar Number <CalendarNumber>	The number tied to the calendar being imported to. Calendar Number must match a calendar within the District.	Calendar Information > Number Calendar.number	Numeric
Calendar End Year <CalendarEndYear>	Calendar End Year Must match the end year of the calendar selected. Must be the active year.	Calendar Information > End Year of the calendar selected Calendar.endYear	Numeric
Incident ID <IncidentID>	This ID is used for matching and creating new incidents. If null error: "*Incident ID is a required field*" • Create a new incident in behavior management tool. • ID will not be stored in Infinite Campus.	N/A	Numeric
Status <Status>	The status of the behavior incident. Allowable values: • In Progress • Complete	Behavior Management > Incident Detail > Status BehaviorIncident.status	Alpha/Numeric

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Submitted Date <SubmittedDate>	The date the behavior incident was submitted. Allowable values: Null or a Date Must be an acceptable date format.	Behavior Management > Incident Detail > Submitted Date BehaviorIncident. referralTimestamp	Date YYYY-MM-DD
Alignment <Alignment>	Defines if the incident is an award or discipline. Valid values: • Discipline • Award Must match the alignment of the event code.	Behavior Management > Incident Detail > Alignment BehaviorIncident. alignment	Alpha Numeric
Title <Title>	The title of the incident Max length: 50 characters	Behavior Management > Incident Detail > Title BehaviorIncident.title	Alpha Numeric
Date of Incident <DateOfIncident>	Date of the incident. Must be a valid date format	Behavior Management > Incident Detail > Date of Incident BehaviorIncident. timestamp	YYYY-MM-DD
Time of Incident <TimeOfIncident>	The time of the incident Must be a valid format • Time of hour must be between 0-23 • Time of minute must between 00-59.	Behavior Management > Incident Detail > Time of Incident BehaviorIncident. timestamp	XX:XX
Damages <Damages>	The cost of the damages caused by the behavior incident. Limited to 8 numerals • 6 places before decimal point • 2 places after decimal point	Behavior Management > Incident Detail > Damages BehaviorIncident.damages	Numeric
Context Description <ContextDescription>	Description of the Incident. Max length: 100 characters	Behavior Management> Incident detail> Context Description BehaviorIncident.context	Alpha/Numeric

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Location <Location>	The location where the behavior incident took place. Allowable: Null or a valid value **Valid Values** • 1: Unspecified • 2a: On Campus: Administrative • 2b: On Campus: Cafeteria • 2c: On Campus: Classroom • 2d: On Campus: Hallway or Stairs • 2e: On Campus: Locker room or gym • 2f: On Campus: Restroom • 2g: On Campus: Library/Media Center • 2h: On Campus: Computer Lab • 2i: On Campus: Auditorium • 2j: On Campus: Other inside area • 2k: On Campus: Athletic field or playground • 2l: On Campus: Stadium • 2m: On Campus: Parking lot • 2n: On Campus: Other outside area • 2o: On Campus: Music • 3a: Off Campus: Bus Stop • 3b: Off Campus: School bus • 3c: Off Campus: Walking to or from school • 3d: Off Campus: Other School • 3e: Off Campus: Other school district facility • 3d: Off Campus: Other off-campus location • Pull from Incident	Behavior Management > Incident Detail > Location BehaviorIncident.location	AlphaNumeric

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Location Description <LocationDescription>	Description of the location Nullable, Max length: 100 characters	Behavior Management > Incident Detail > Location Description BehaviorIncident. locationDescription	Alpha/Numeric
Incident Details <IncidentDetails>	Detailed explanation of the event. Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Incident Detail > Incident Details BehaviorIncident.description	Alpha/Numeric
<BehaviorEvent>			
Event Type <EventType>	Must be a state Event type code State Event Code Mapping Dictionary The event code being imported must match the alignment assigned. Must be at least 1 participant tied to each event type. Uses the following check on behavior event, when importing the event type 1. If a BehaviorType exists with the districtID and schoolID selected, use this 2. If a BehaviorType exists with the districtID OR schoolID selected, use this 3. Use BehaviorType with a NULL districtID and schoolID Else Error: At least 1 state ID must be tied to each event. Expand the table below to see a list of valid State Event Codes ▸ Click here to expand...	Behavior Management > Event Detail > Event Type BehaviorEvent.typeID	Alpha/Numeric

Data Element Label	Code and Description		Campus UI Path and Database Field	Format
	11	MT - Handgun--Weapon involved is a handgun or pistol.		
	12	MT - Shotgun/Rifle--Weapon involved is a shotgun or rifle.		
	13	MT - Other Firearms--Any firearm that does not fit another definition.		
	20	MT - Knife, Blade 2.5" or Greater--Knife with blade at least 2.5 inches		
	96	MT - Dangerous Weapon--Does not include knife with a blade less than 2.5 inches		
	97	MT - Other Weapons--The incident involves a weapon not defined in codes 11, 12, 13, 20 or 96.		
	1000	MT - Alcohol		
	1100	MT - Arson--Intentional damage any school or personal property by fire or incendiary device.		
	1200	MT - Attendance Policy Violation--Violation of district, or school policy relating to attendance.		
	1300	MT - Aggravated Assault (Battery)--Intentional serious bodily harm; warrant police and security.		

Data Element Label	Code and Description		Campus UI Path and Database Field	Format
	1400	MT - Breaking and Entering/Burglary--Entry into a building with the intent to commit a crime.		
	1500	MT - Disorderly Conduct--Any act that disrupts the orderly conduct of a school function.		
	1600	MT - Drugs (Excluding Alcohol/Tobacco)--Unlawful use of any controlled drug or narcotic substance.		
	1700	MT - Fighting (Mutual Altercation)--Incident involving physical violence without major injury.		
	1800	MT - Harassment (Nonsexual), Bullying, Intimidation		
	2000	MT - Homicide--Felony- Killing a human being		
	2200	MT - Insubordination (Disobedience)		
	2300	MT - Kidnapping--Felony		
	2400	MT - Obscene Behavior--Language or actions, written, oral, physical, or electronic.		
	2500	MT - Physical Altercation, Minor--Physical aggression that does not result in injury.		

Data Element Label	Code and Description		Campus UI Path and Database Field	Format
	2600	MT - Robbery (Involving Physical Harm)--Felony		
	2700	MT - School Threat (of Destruction or Harm, Bomb Threat)		
	2800	MT - Sexual Battery--Felony		
	2900	MT - Other Sexual Offenses--Sexual without force. Code statutory rape here.		
	3100	MT - Theft		
	3200	MT - Threat/Intimidation--Physical, verbal, written, or electronic.		
	3300	MT - Tobacco--Possession, use, distribution, or sale of tobacco products.		
	3400	MT - Trespassing		
	3500	MT - Vandalism--Willful destruction or defacement of school or personal property.		
	9000	MT - Other Offenses (Forgery, Fraud, Bribery)		

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Referred to Local Law Enforcement <ReferredToLocal LawEnforcement>	Indicates whether the student was referred to law enforcement Checkbox • Y value returned in the file upon successful import, will mark the check box in Campus. • NULL or N returned in the file upon successful import will leave the response Required check box in Campus as NOT checked.	Behavior Management > Event Detail > Referred to Law Enforcement BehaviorEvent.policeNotified	Alpha/Numeric
Event required Behavior Response <EventRequired BehaviorResponse>	Indicates whether the event required a Behavior Response Checkbox • Y value returned in the file upon successful import, will mark the check box in Campus. • NULL or N returned in the file upon successful import will leave the response Required check box in Campus as NOT checked. *Response Types must be present/defined in Behavior Admin for this field to display on the Event Editor.*	Behavior Management > Event Detail > behaviorDetail. responseRequired	Alpha/Numeric
<Participant>			
Student State ID <StudentStateID>	The state ID of the student tied to the behavior event. Must be a valid student ID Must match on only one student ID in the selected district.	Demographics > State Student ID Person.stateID	Numeric

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Role <Role>	The role of the person tied to the event. Allowable Values: • Offender • Participant • Victim • Witness	Behavior Management > Participant Detail > Role BehaviorRole.role	Alpha
Relationship to School <RelationshipToSchool>	The relationship of the person to the school.	Behavior Management > Participant Detail > Relationship to School BehaviorRole. relationshipToSchool	Numeric
Injury <Injury>	The severity of the injury. **Allowable Values** Null • 1: No Injury • 2:Minor Injury • 3:Major Injury • 4:Serious Bodily Injury • Librarian/Media Specialist • 9: School Counselor • 10: Athletic Coach • 11: Principle/Head of school • 12: Law Enforcement Officer • 13: Nonschool Personnel • 14: Parent/Guardian • 15: Community Member • 16: Unknown Person • 17: Other Ignore all other values	Behavior Management > Participant Detail > Injury BehaviorRole.injury	Alpha/Numeric
Injury Description <InjuryDescription>	A detailed description of the injury. Text Field Max length: 50 characters	Behavior Management > Participant Detail > Injury Description BehaviorRole. injuryDescription	Alpha/Numeric

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Medical Services Provided <MedicalServicesProvided>	Indicates if a medical service was provided. Must be Null, Y or N	Behavior Management > Participant Detail > Medical Services Provided BehaviorRole. medicalServiceProvided	Alpha/Numeric
Participant Details	Detailed explanation for the participant Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Incident Detail > Incident Details BehaviorIncident.description	Alpha/Numeric
<BehaviorResolution>			
Resolution Type <ResolutionType>	Must be state approved code State Resolution Code Mapping Dictionary Valid Values: • 250: MT - Expulsion, IAES. • 260: MT - Expulsion, w/o services. • 400: MT - Suspension, OSS, IAES. • 410: MT - Suspension, OSS, w/o services. • 500: MT - Suspension, in-school	Behavior Management > Resolution Details > Resolution Type BehaviorResolution.typeID	Alpha/Numeric
Resolution Assign Date <ResolutionAssignDate>	The date the resolution was assigned Must be an acceptable format.	Behavior Management > Resolution Details > Resolution Assign Date BehaviorResolution.discAssignDate	YYYY-MM-DD
Resolution Start Date <ResolutionStartDate>	The start date of the behavior resolution. Must be an acceptable date format or null. • IF not null, date must be on or after the event date. *(DE.10 DateOfIncident)*	Behavior Management > Resolution Details > Resolution Start Date BehaviorResolution.timestamp	YYYY-MM-DD

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Resolution End Date <ResolutionEndDate>	The end date of the behavior resolution. Must be an acceptable date format or null • If not null, then resolution start date must be populated. • Must be on or after the resolution start date.	Behavior Management > Resolution Details > Resolution End Date BehaviorResolution. endTimeStamp	YYYY-MM-DD
Resolution Start Time <ResolutionStartTime>	The start time of the resolution. If not null, then must be a valid format • Time of hour must be between 0-23 • Time of minute must between 00-59.	Behavior Management > Resolution Details > Resolution Start Time BehaviorResolution.timestamp	XX:XX
Resolution End Time <ResolutionEndTime>	The end time of the resolution. If not null then, must be a valid format • Time of hour must be between 0-23 • Time of minute must between 00-59.	Behavior Management > Resolution Details > Resolution End Time BehaviorResolution. endTimeStamp	HH:MM
Duration in School Days <DurationInSchoolDays>	The length of time the resolution took place. Must be Null or a numerical value. • Limited to 3 digits before the decimal point and 2 digits after	Behavior Management > Resolution Details > Resolution End Date BehaviorResolution. schoolDaysDuration	Numeric
Resolution Detail <ResolutionDetail>	A detailed description of the resolution. Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Resolution Details > Resolution Detail BehaviorResolution.comments	Alpha/Numeric
</BehaviorResolution>			
<BehaviorResponse>			

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Response Type <ResponseType>	Indicates type of Response NULL or a Behavior Response Type Mapped Values: • M: Mechanical Restraint • P: Physical Restraint • S: Seclusion • O: Other	Behavior Management > Response Details > Response Type BehaviorReponse.responseTypeID	Alphanumeric
Response Start Time <ResponseStartTime>	Start Time of the Response If not null then, must be a valid format • Time of hour must be between 0-23 • Time of minute must between 00-59.	Behavior Management > Response Details > Response Start Time BehaviorReponse.startTime	HH:MM AM/PM
Response End Time <ResponseEndTime>	End Time of the Response If not null then, must be a valid format • Time of hour must be between 0-23 • Time of minute must between 00-59.	Behavior Management > Response Details > Response End Time BehaviorReponse.endTime	HH:MM AM/PM
Complete <Complete>	Checkbox Checked indicates response is complete	Behavior Management > Response Details > Complete BehaviorResponse.behStatus	1-digit
Pre-Response Actions <PostResponseActions>	Detailed explanation for the pre-response actions Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Response Details > Pre-Response Actions BehaviorReponse. preResponseActions	Alpha/Numeric
Response Details <ResponseDetails>	Detailed explanation of the response. Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Response Details > Response Details BehaviorReponse. responseDetails	Alpha/Numeric

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Post-Response Actions <PostResponseActions>	Detailed explanation for the post-response actions Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Response Details > Post-Response Actions BehaviorReponse. postResponseActions	Alpha/Numeric
Room <Room>	Indicates where the response occurred. 50 characters May be Null/blank	Behavior Management > Response Details > Room BehaviorReponse.room	Alpha/numeric
Student Injured During Response <StudentInjured DuringResponse>	Indicates whether the student assigned to the event was injured as part of the response. Check indicates student was injured. Valid Values: Y, or N or may be left Null/blank.	Behavior Management > Response Details > Student Injured During Response BehaviorReponse. studentInjured	1-digit
Response Injury Description <ResponseInjury Description>	Detailed explanation for the Student Injured during response. Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Response Details > Response Injury Description BehaviorReponse. studentInjuryDetails	Alpha/numeric
Guardian Contacted <GuardianContacted>	Indicates the student's parent/guardian was contacted as a result of the response. Check indicates guardian was contacted. Valid Values: Y, or N or may be left Null/blank.	Behavior Management > Response Details > Guardian Contacted BehaviorReponse. guardianContacted	1-digit
Date Contacted <DateContacted>	Entered date reflects when the guardian was contacted. Must be in an acceptable format May be Null/blank	Behavior Management > Response Details > Date Contacted behaviorDetail. guardianContactedDate	YYYY-MM-DD

Data Element Label	Logic and Rules	Campus UI Path and Database Field	Format
Time Contacted \<TimeContacted\>	Entered time reflects when the guardian was contacted. If not null then, must be a valid format • Time of hour must be between 0-23 • Time of minute must between 00-59.	Behavior Management > Response Details > Time Contacted BehaviorReponse. guardianContactedDetails	HH:MM
Contact Name \<ContactName\>	Indicates the name of the guardian who was contacted. 50 Characters May be null/blank	Behavior Management > Response Details > Contact Name BehaviorReponse. guardianContactedName	Alpha
Guardian Contacted Details \<GuardianContacted Details\>	Detailed explanation for the Student Response Nullable, No max length. *There are NO validations on this field.*	Behavior Management > Response Details > Guardian Contacted Details	Alphanumeric
\</BehaviorResponse\>			
\</Participant\>			
\</BehaviorEvent\>			
\</BehaviorIncident\>			
\</Behavior\>			

Generate the Behavior Extract

For assistance in debugging issues when importing behavior data, you can run the Behavior Extract to see a report of behavior data as it exists in the Infinite Campus database.

To generate the Behavior Extract:

1. Select the **Format** (HTML or XML).
2. Click the **Generate Extract** button. The extract will appear in a separate window in the designated format.

See the **Behavior Extract Data Elements** table for more information about each field in the extract.

HMTL Example

Behavior Extract Data Elements

Data Element Label	Requirement	Campus UI Path and Database Field	Format
District Number	Report District Number	District Information > District Number District.Number	Numeric
School Number	Report School Number	School Information > State School Number School.number	Numeric
Calendar Number	Report Calendar Number	Calendar Information > Number Calendar.number	Numeric
Calendar Year	Report Calendar End Year	Calendar Information > End Year of the calendar selected Calendar.endYear	Numeric

Data Element Label	Requirement	Campus UI Path and Database Field	Format
Incident ID	Report Incident ID	*Campus generated value*	Alpha/Numeric
Status	Report Status	Behavior Management > Incident detail > status BehaviorIncident.status	Alpha/Numeric
Submitted Date	Report Submitted Date in YYYY-MM-DD format	Behavior Management > Incident detail > submitted Date BehaviorIncident.referralTimestamp	Date Yyyy-mm-dd
Alignment	Report Alignment (discipline or award)	Behavior Management > Incident detail > Alignment BehaviorIncident.alignment	Alpha Numeric
Title	Report first 50 characters of Title	Behavior Management > Incident detail > Title BehaviorIncident.title	Alpha Numeric
Date of Incident	Report Date of Incident in YYYY-MM-DD format	Behavior Management > Incident detail > Date of Incident BehaviorIncident.timestamp	Yyyy-mm-dd
Time of Incident	Report Time of incident in HH:MM format	Behavior Management > Incident detail > Time of Incident BehaviorIncident.timestamp	XX:XX
Damages	Report Damages	Behavior Management > Incident detail > Damages BehaviorIncident.damages	Numeric
Context Description	Report first 100 characters of Context Description	Behavior Management > Incident detail > Context Description BehaviorIncident.context	Alpha/Numeric
Location	Report Location	Behavior Management > Incident detail > Location BehaviorIncident.location	AlphaNumeric
Location Description	Report first 100 characters of Location Description	Behavior Management > Incident detail > Location Description BehaviorIncident.locationDescription	Alpha/Numeric
Incident Details	Report Incident Details	Behavior Management > Incident detail > Incident Details BehaviorIncident.description	Alpha/Numeric

Data Element Label	Requirement	Campus UI Path and Database Field	Format
Event Type	Report state event type code *(see Appendix C for expected valid values)*	Behavior Management > event detail > event type BehaviorEvent.typeID	Alpha/Numeric
Referred to Local Law Enforcement	Report Referred to Local Law Enforcement - may be NULL, Y, or N	Behavior Management > event detail > Referred to Law Enforcement BehaviorEvent.policeNotified	Alpha/Numeric
Event required Behavior Response	Report Event Required a Behavior Response - may be NULL, Y, or N	Behavior Management > event detail behaviorDetail.responseRequired	Alpha/Numeric
Student State ID	Report Student State ID	Census > people > demographics > state student ID Person.stateID	Numeric
Role	Report Role *(expected values = Offender, Participant, Victim, Witness)*	Behavior Management > Participant detail > role BehaviorRole.role	Alpha
Relationship to School	Report Relationship to school *(expected values = Student, Other)*	Behavior Management > Participant detail > relationship to school BehaviorRole.relationshipToSchool	Numeric
Injury	Report Injury code *(may be NULL, expected values = 1:No Injury, 2: Minor Injury, 3: Major Injury, 4: Serious Bodily Injury)*	Behavior Management > Participant detail > injury BehaviorRole.injury	Alpha/Numeric
Injury Description	Report first 50 characters of Injury Description	Behavior Management > Participant detail > injury description BehaviorRole.injuryDescription	Alpha/Numeric
Medical Services Provided	Report Medical Services Provided *(may be NULL, expected values = Y or N)*	Behavior Management > Participant detail > medical services provide BehaviorRole.medicalServiceProvided	Alpha/Numeric
Participant Details	Report Participant Details	Behavior Management > Incident detail > Incident Details BehaviorIncident.description	Alpha/Numeric

Data Element Label	Requirement	Campus UI Path and Database Field	Format
Resolution Type	Report mapped State Resolution Type code (see Appendix D for expected values)	Behavior Management > Resolution details > Resolution Type BehaviorResolution.typeID	Alpha/Numeric
Resolution Assign Date	Report Resolution Assign Date in YYYY-MM-DD format	Behavior Management > Resolution details > Resolution Assign Date BehaviorResolution.discAssignDate	YYYY-mm-dd
Resolution Start Date	Report Resolution start date in YYYY-MM-DD format	Behavior Management > Resolution details > Resolution start date BehaviorResolution.timestamp	YYYY-mm-dd
Resolution End Date	Report Resolution End Date in YYYY-MM-DD format	Behavior Management > Resolution details > Resolution End Date BehaviorResolution.endTimeStamp	YYYY-mm-dd
Resolution Start Time	Report Resolution Start Time in HH:MM format	Behavior Management > Resolution details > Resolution start time BehaviorResolution.timestamp	XX:XX
Resolution End Time	Report Resolution End Time in HH:MM format	Behavior Management > Resolution details > Resolution end time BehaviorResolution.endTimeStamp	HH:MM
Duration in School Days	Report Resolution Duration *(may be null, numeric, max value expected = 999.99)*	Behavior Management > Resolution details > Resolution End Date BehaviorResolution.schoolDaysDuration	Numeric
Resolution Detail	Report Resolution Details	Behavior Management > Resolution Details > Resolution Detail BehaviorResolution.comments	Alpha/Numeric
Response Type	Report Response Type *(may be NULL, expected values = M, P, S, or O)*	Behavior Management > Response Details > Response Type BehaviorReponse.responseTypeID	Alphanumeric
Response Start Time	Report Response Start Time in HH:MM format	Behavior Management > Response Details > Response Start Time BehaviorReponse.startTime	HH:MM AM/PM
Response End Time	Report Response End Time in HH:MM format	Behavior Management > Response Details > Response End Time BehaviorReponse.endTime	HH:MM AM/PM

Data Element Label	Requirement	Campus UI Path and Database Field	Format
Complete	Report Complete (may be NULL, expected value = Y or N)	Behavior Management > Response Details > Complete BehaviorResponse.behStatus	1-digit
Pre-Response Actions	Report Pre-Response Actions	Behavior Management > Response Details > Pre-Response Actions BehaviorReponse.preResponseActions	Alpha/Numeric
Response Details	Report Response Details	Behavior Management > Response Details > Response Details BehaviorReponse.responseDetails	Alpha/Numeric
Post-Response Actions	Report Post-Response Actions	Behavior Management > Response Details > Post-Response Actions BehaviorReponse.postResponseActions	Alpha/Numeric
Room	Report first 50 characters from Room	Behavior Management > Response Details > Room BehaviorReponse.room	Alpha/numeric
Student Injured During Response	Report Student Injured During Response *(may be NULL, expected value = Y, or N)*	Behavior Management > Response Details > Student Injured During Response BehaviorReponse.studentInjured	1-digit
Response Injury Description	Report Response Injury Description	Behavior Management > Response Details > Response Injury Description BehaviorReponse.studentInjuryDetails	Alpha/numeric
Guardian Contacted	Report Guardian Contacted. *(may be NULL, expected value = Y, or N)*	Behavior Management > Response Details > Guardian Contacted BehaviorReponse.guardianContacted	1-digit
Date Contacted	Report Date Contacted in YYYY-MM-DD format *(may be NULL)*	Behavior Management > Response Details > Date Contacted behaviorDetail.guardianContactedDate	YYYY-mm-dd
Time Contacted	Report Time Contacted in HH:MM format *(may be NULL)*	Behavior Management > Response Details > Time Contacted BehaviorReponse.guardianContactedTime	HH:MM
Contact Name	Report first 50 characters entered in Contact Name (text field)	Behavior Management > Response Details > Contact Name BehaviorReponse.guardianContactedName	Alpha

Data Element Label	Requirement	Campus UI Path and Database Field	Format
Student Response Details	Report Student Response Details	Behavior Management > Response Details > Student Response Details BehaviorReponse.guardianContactedDetails	Alphanumeric

Import File Validations

The table below describes each element validation checked when importing a file.

Data Element Label	Import File Validations
Event Type:	There must be at least 1 event for each incident.
State ID	There must be at least 1 participant for each event
Resolution	There must be at least 1 resolution for each participant.
XML Value	The file must contain only acceptable XML values.
District Number	1. District Number is a required field. 2. District Number is does not match the district SAU being imported to
School Number	1. School Number is a required field. 2. School Number does not match the school tied to the calendar being imported to
Calendar Number	1. Calendar Number is a required field. 2. Calendar Number does not match a Calendar Number tied to the school that is tied to the school ID. 3. 2 or more calendars exists within the school number _____ with the following calendar number:
Calendar Year	1. Calendar End Year is a required field 2. Calendar End Year does not match the end year of the calendar selected. 3. Calendar End Year selected is not the active calendar year.
Incident ID	1. Incident ID is a required field. 2. Incident ID must be a numeric value
Status	Status is a required field
Submitted Date	Acceptable date format for Submitted Date is YYYY-MM-DD
Alignment	1. Alignment must have a value of discipline or award 2. The event code being imported does match the alignment assigned
Title	Title must not exceed 50 characters.
Date of Incident	1. Date of Incident is a required field. 2. Acceptable date format for Date of Incident is YYYY-MM-DD
Time of Incident	1. Time of incident is a required field 2. Time of incident must be an hour between 0-23 and a minute between 00-59

Data Element Label	Import File Validations
Damages	1. Damages must not exceed xxxxxx.xx 2. Damages must be numeric characters only
Context Description	Context description must not exceed 100 characters
Location	Location must be NULL,1a, 2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 2i, 2j, 2k, 2l, 2m, 2n, 2o, 3a, 3b, 3c, or 3d
Location Description	Location description must not exceed 100 characters
Incident Details	Incident Details has no maximum character length.
Event Type	1. There must be at least one event for each incident 2. Event type must be a state event type code
Referred to Local Law Enforcement	Referred to Local Law Enforcement must be NULL, Y, or N
Event required Behavior Response	Event Required a Behavior Response must be NULL, Y, or N
Student State ID	1. Must be a valid student ID 2. No student with this ID 3. Multiple students share this ID
Role	1. Role is a required field 2. Role must be one of the following values: Offender, Participant, Victim, Witness
Relationship to School	1. Relationship to school is a required field. 2. Relationship to school must be one of the following: Student, Other
Injury	1. Injury must be one of the following values: NULL, 1:No Injury, 2: Minor Injury, 3: Major Injury, 4: Serious Bodily Injury
Injury Description	Injury description must not exceed 50 characters.
Medical Services Provided	Medical services provided must be NULL, Y or N
Participant Details	Participant Details has no maximum character length.
Resolution Type	1. Resolution Type is a required field 2. Resolution Type must be a State Resolution Type code
Resolution Assign Date	1. Resolution Assign Date is a required field. 2. Acceptable date format for Resolution Assign Date is YYYY-MM-DD
Resolution Start Date	1. Resolution start date is a required field 2. Acceptable date format for Resolution Start Date is YYYY-MM-DD 3. Resolution start date must be on or after the incident start date.
Resolution End Date	1. Resolution end date is a required field 2. Acceptable date format for Resolution End Date is YYYY-MM-DD 3. Resolution end date must be on or after resolution start date.

Data Element Label	Import File Validations
Resolution Start Time	Resolution start time must be an hour between 00-23 and a minute between 00-59
Resolution End Time	Resolution End Time must be an hour between 00-23 and a minute between 00-59
Duration in School Days	1. Resolution duration must be null or a numerical value. 2. Resolution duration must not exceed 999.99
Behavior Admin Staff Name	Behavior Admin Staff Name must be Null or not exceed 50 characters
Resolution Detail	Resolution Details has no maximum character length.
Response Type	Response Type must be NULL, M, P, S, or O
Response Start Time	Response start time must be an hour between 00-23 and a minute between 00-59, unless NULL
Response End Time	Response End Time must be an hour between 00-23 and a minute between 00-59, unless NULL
Complete	Complete must be NULL, Y or N
Pre-Response Actions	Pre-Response Actions has no maximum character length.
Response Details	Response Details has no maximum character length.
Post-Response Actions	Post-Response Actions has no maximum character length.
Room	Room must not exceed 50 characters.
Student Injured During Response	Must be NULL, Y, or N
Response Injury Description	Response Injury Description has no maximum character length.
Guardian Contacted	Must be NULL, Y, or N
Date Contacted	1. Date Contacted can be NULL 2. Acceptable date format for Date Contacted is YYYY-MM-DD 3. If NOT NULL, Date Contacted date must be on or after the incident start date.
Time Contacted	Time Contacted must be an hour between 00-23 and a minute between 00-59, unless NULL
Contact Name	Contact Name must not exceed 50 characters.
Student Response Details	Student Response Details has no maximum character length.