

# Discipline Extract (Massachusetts) [.2144 - .2235]

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You are viewing a previous version of this article. See [Discipline Extract \(Massachusetts\)](#) for the most current information.

[Report Logic](#) | [Generating the Extract](#) | [Extract Layout](#)

Tool Search: Extracts

The Discipline Extract collects Resolution assigned to Offenders in behavior Offenses.

The screenshot shows the 'Extracts' tool interface for generating Discipline Extracts. The top navigation bar includes 'Reporting > MA State Reporting > Extracts'. The main section is titled 'MA State Extracts' with a sub-section 'Extract Options'. The 'Extract Type' dropdown is set to 'Discipline Extract' (highlighted with a red box). The 'Effective Date' is set to '10/04/2021'. The 'Format' is 'State Format (CSV)'. The 'Header Off' checkbox is unchecked. The 'Ad Hoc Filter' dropdown is empty. To the right, under 'Select Calendars', there are three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. A list box displays school names: '21-22 ANGELO ELEMENTARY SC', '21-22 BROCKTON HIGH SCHOOL', '21-22 BROOKFIELD ELEMENTAR', '21-22 DOWNEY ELEMENTARY SC', and '21-22 Midvale School for the G'. A note at the bottom of the list box says 'CTRL-click or SHIFT-click to select multiple'. At the bottom of the tool, there are 'Refresh', 'Show top 50', and 'tasks submitted between 09/27/2021 and 10/04/2021' buttons, and a 'Batch Queue List' table with columns 'Queued Time', 'Report Title', 'Status', and 'Download'.

Image 1: Discipline Extract Editor

## Report Logic

A record will report for each student with a Role = 'Offender' and a Relationship to school with a dictionary value of 'student' on the Behavior Event that also meets the following criteria:

- A Participant has a Primary enrollment on the 'Date of Incident' in order to report a record.
- A Behavior Resolution is connected to the student offender with:
  - The Resolution Start Date is between the 1st instructional day of the Incident calendar and the Effective Date, AND a resolution is mapped to a proper state code (Behavior > Admin > Resolution Type > State Resolution Code (Mapping))

OR

- The student offender has a Behavior Event mapped to state event code

One record will report per resolution with a valid State Resolution Code mapped.

## Generating the Extract

1. Select *Discipline Extract* as the **Extract Type**.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This field will auto-populate to the current date.
3. Select the **Format** in which the report should generate. Select *State Format (CSV)* for submission to the state or *HTML* format for data review and verification.
4. Mark the **Header Off** checkbox if the header row should not be included in the extract.
5. Select an **Ad hoc Filter** to limit report results.
6. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a Discipline report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Discipline Report Records:11																							
OFF ID	OFF DATE	SASID	FN	LN	DOB	PST	DAT	BI OFF	SD	RD	ERD	DM	AEINC	AE	NAE	ARREST	APPEAL	AEX	SOT1	SOT2	SOT3	SOT4	SOTS
596906	09/05/2018		JAIR			2	2		09/05/2018	09/17/2018	9		10	N				MA19	0011	500	500	500	
596906	09/05/2018		ELIJAH			2	1		09/18/2018	06/14/2019	169			N				MA19	0011	500	500	500	
596906	09/05/2018		ZION GARVY			2	2		09/05/2018	09/17/2018	9			N				MA19	0011	500	500	500	
596906	09/05/2018		RYAN			2	1		09/18/2018	06/14/2019	169			N				MA19	0011	500	500	500	
598121	09/14/2018		CARLOS			2	6		09/14/2018	09/17/2018	2			N				MA19	500	500	500	500	
598228	09/18/2018		TIAGO			2	1		09/19/2018	10/30/2018	29			N				3210	500	500	500	500	
598228	09/18/2018		TIAGO			2	1		10/31/2018	12/19/2018	31			N				3210	500	500	500	500	
598907	09/21/2018		HAILEY			2	2		09/21/2018	09/21/2018	1			N				MA02	500	500	500	500	
599116	09/21/2018		AMARI			2	1		09/27/2018	09/27/2018	1			N				3120	500	500	500	500	
599228	09/20/2018		NICOLAS			2	2		09/20/2018	10/03/2018	10			N				1660	500	500	500	500	
599342	09/24/2018		GEISIANNE			2	2		09/24/2018	10/05/2018	10			N				1300	500	500	500	500	

Image 2: Example of the Report in HTML Format

## Extract Layout

Element Name	Description	Location
<b>OFF ID</b>	The Incident Number.  <i>Numeric, 6 digits</i>	BehaviorEvent.incidentID  Behavior > Behavior Management > Incident > Incident ID
<b>OFF DATE</b>	The date the incident occurred.  <i>Date field, 10 character (MM/DD/YYYY)</i>	BehaviorEvent.timestamp  Behavior > Behavior Management > Incident > Date of Incident
<b>SASID</b>	The state-assigned identification number of the student.  <i>Numeric, 10 digits</i>	Person.stateID  Census > People > Demographics > Person Identifiers > State ID
<b>FN</b>	The participant's first name.  <i>Alphanumeric, 50 characters</i>	Identity.firstName  Census > People > Demographics > First Name
<b>LN</b>	The participant's last name.  Logic reports the student's last name. Only hyphens, periods or apostrophes will report for the last name.  <i>Alphanumeric, 50 characters</i>	Identity.lastName  Census > People > Demographics > Last Name
<b>DOB</b>	The participant's date of birth.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Identity.birthDate  Census > People > Demographics > Date of Birth

Element Name	Description	Location
<b>PST</b>	<p>Indicates if the participant is involved in special education according to the Primary enrollment active on the Date of Incident.</p> <ul style="list-style-type: none"> <li>Reports as <b>2</b> if the participant has a locked IEP with an abbreviation = IEP</li> <li>If the student associated with the Resolution has a non-null value in the Special Ed Setting field, a value of 2 is reported</li> <li>Otherwise, reports as <b>1</b>.</li> </ul> <p>The enrollment viewed is the enrollment that was active on the Date of Incident, with priority given to the Primary enrollment.</p> <p><i>Numeric, 1 digit</i></p>	<p>Calculated, not dynamically stored</p> <p>Student Information &gt; Special Ed &gt; Documents; Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Special Ed Setting</p>
<b>DAT</b>	<p>Reports the Disciplinary action taken (Behavior Resolution) code.</p> <p>Logic reports the code with the highest calculated DM value, when the resolution is mapped to a state code of 1-5. If more than one resolution is mapped to a state code of 1-5 qualifies as the highest DM value, reports the highest mapped state code.</p> <p>If the resolution is mapped to a state code of 6, reports as 6.</p> <p><i>Numeric, 1 digit</i></p>	<p>BehaviorResolution.code</p> <p>Behavior &gt; Behavior Management &gt; Incident &gt; Resolution</p>
<b>BI OFF</b>	<p>This field reports blank.</p>	<p>N/A</p>
<b>SD</b>	<p>The Start Date of the disciplinary action.</p> <p>Report 1 record per resolution with a State Resolution Code Mapping 1-6.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>BehaviorRevolution. discAssignDate</p> <p>Behavior &gt; Behavior Management &gt; Incident &gt; Resolution &gt; Resolution Date</p>

Element Name	Description	Location
<b>RD</b>	<p>The date the participant returned to school.</p> <p>Reporting logic is as follows:</p> <ul style="list-style-type: none"> <li>Report the date in Behavior Management &gt; Incident Management Editor &gt; Events and Participants &gt; Resolution Details &gt; Resolution End Date.</li> </ul> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>BehaviorResolution. endDate</p> <p>Behavior Management &gt; Incident Management Editor &gt; Events and Participants &gt; Resolution Details &gt; Resolution End Date</p>
<b>ERD</b>	Reports as blank.	N/A

Element Name	Description	Location
<b>DM</b>	<p>This field reports number of school days missed based on the calculations below</p> <ul style="list-style-type: none"> <li>• When RD (Resolution End Date) Not = Null, report the number of instructional days (instruction = Checked) between the SD and RD (Resolution End Date) when Resolution Type is NOT 3089</li> <li>• When RD (Resolution End Date) = Null and Return Date &lt;&gt; Null, report the number of instructional days between the SD and the Return Date when Resolution Type is NOT 3089</li> <li>• When RD (Resolution End Date) and Return Date = Null, AND the enrollment End Date &lt;&gt; Null, report the number of instructional days between the SD and Enrollment End Date when Resolution Type is NOT 3089</li> <li>• When Return Date, RD (Resolution End Date) and AND Enrollment End Date = Null, report the number of instructional days between the SD and the Effective Date when Resolution Type is NOT 3089 1-6. <ul style="list-style-type: none"> <li>1. The enrollment viewed is the enrollment that was active on the Date of incident, with priority given to the Primary enrollment.</li> <li>2. Note: If no end date or return date provided, the value will continue to change depending on effective date entered.</li> </ul> </li> <li>• When (RD) Resolution End Date = NULL, day count between either the Resolution Start Date (SD) and the Enrollment End Date, OR the Resolution Start Date (SD) and Return Date, whichever field has an earlier date.</li> <li>• Counts all unique removed instructional days for the reported resolution assigned to the student on the event with Resolution State</li> </ul>	<p>BehaviorResolution.discAssignDate</p> <p>Student Information &gt; General &gt; Behavior Tab &gt; Behavior Resolution &gt; Resolution Date</p>

Element Name	Description	Location
<b>AEINC</b>	<i>Numeric, 3 digits</i>	
	This field reports blank.	N/A
<b>AE</b>	<p>Reports the Alternative Education code selected.</p> <ul style="list-style-type: none"> <li>• <b>0</b> - Educational Services Plan not Offered</li> <li>• <b>1</b> - Home Tutoring</li> <li>• <b>2</b> - In-district education services (specify in AEX)</li> <li>• <b>3</b> - Out-of-district education services (specify in AEX)</li> <li>• <b>6</b> - Distance learning</li> <li>• <b>7</b> - Saturday School</li> <li>• <b>9</b> - Student refused the offer of education services</li> <li>• <b>10</b> - Student did not respond to the offer of education services</li> <li>• <b>11</b> - Student moved or transferred</li> </ul> <p><i>Numeric, 2 digits</i></p>	<p>BehaviorResolution. altPlacement</p> <p>Behavior &gt; Behavior Management &gt; Incident &gt; Resolution &gt; Alt Ed Code</p>
<b>ARREST</b>	<p>Indicates a school-related arrest referring to an arrest of a student for any activity conducted on school grounds, or during off-campus activities (including while taking school transportation), or due to a referral by any school official. All school-related arrests are considered referrals to law enforcement.</p> <ul style="list-style-type: none"> <li>• When the resolution code is "3089" or if the Arrest checkbox is checked, report "Y"</li> <li>• Else, report "N"</li> </ul> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>dbo.BehaviorResoltuion. stateResCode</p> <p>dbo.CampusAttribute WHERE object = 'BehaviorResolution' AND element = 'lawEnforcement'</p> <p>Behavior &gt; Behavior Management &gt; Add/Edit Resolution &gt; Resolution Details &gt; Arrest</p>
<b>LAWENREF</b>	<ol style="list-style-type: none"> <li>1. If event has both resolution codes of MA61 and MA62, report 03</li> <li>2. If event only has resolution code of MA61, report 01</li> <li>3. If event only has resolution code of MA62, report 02</li> <li>4. Else, report 00</li> </ol> <p><i>Alphanumeric, 2 characters</i></p>	<p>BehaviorResolution.code</p> <p>Student Information &gt; General &gt; Behavior Tab &gt; Behavior Resolution &gt; Behavior Resolution</p>
<b>APPEAL</b>	Reports a null value.	N/A
<b>AEX</b>	Reports a null value.	N/A

Element Name	Description	Location
<b>SOT1</b>	<p>Reports the first valid Offense ID (Event Type Code).</p> <p>From across all Behavior Events associated with this Incident, logic reports the Standard Code for the State Event Mapped Code of the first valid Event Type Code. This Code reports from the lowest Event ID that has a state valid code.</p> <ul style="list-style-type: none"> <li>• If the student has a Behavior Event associated with an Event Type with State Event Mapping Code = 3700, report the 4-digit Standard Code selected for Weapon Type.</li> </ul> <p>For Standard Code 9000 (old code of 18):</p> <ul style="list-style-type: none"> <li>• When a Behavior Resolution mapped to 1 through 7 is NOT connected to the Behavior Event mapped to standard code 9000, this Behavior Event must not be considered to report.</li> <li>• When SOT1 = 9000, SOT2 - SOT5 reports 500</li> </ul> <p>Standard Code 9000 may only be reported in SOT1. SOT1 cannot report the same value as any other SOT field.</p> <p>Field reports the same value reported in OT1 of the Offense Report.</p> <p><i>Alphanumeric, 3 characters</i></p>	BehaviorEvent.code1  Behavior > Behavior Management > Incident > Event > State Code

Element Name	Description	Location
<b>SOT2</b>	<p>Reports the 2nd valid Offense ID.</p> <p>From across all Behavior Events associated with this Incident, logic reports the Standard Code for the State Event Mapped Code of the second valid Event Type Code. This Code should report from the 2nd lowest Event ID that has a valid Standard state code.</p> <ul style="list-style-type: none"> <li>• If the student has a Behavior Event associated with an Event Type with State Event Mapping Code = 3700, report the 4-digit Standard Code selected for Weapon Type.</li> <li>• If Standard Code = 9000 for SOT2, report 500.</li> <li>• SOT2 cannot report the same value as any other SOT field unless they report as 500.</li> </ul> <p>When there is no second valid standard state code, report 500.</p> <p>Field reports the same value reported in OT2 of the Offense Report.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>BehaviorEvent.code2</p> <p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; State Code</p>

Element Name	Description	Location
<b>SOT3</b>	<p>Reports the 3rd valid Offense ID.</p> <p>From across all Behavior Events associated with this Incident, logic reports the Standard Code for the State Event Mapped Code of the third valid Event Type Code. This Code should report from the third lowest Event ID that has a valid Standard state code.</p> <ul style="list-style-type: none"> <li>• If the student has a Behavior Event associated with an Event Type with State Event Mapping Code = 3700, report the 4-digit Standard Code selected for Weapon Type</li> <li>• If Standard Code = 9000 for SOT3, report 500.</li> <li>• SOT3 cannot report the same value as any other SOT field unless they report as 500.</li> </ul> <p>When there is no third valid standard state code, report 500.</p> <p>Field reports the same value reported in OT3 of the Offense Report.</p> <p><i>Alphanumeric, 3 characters</i></p>	BehaviorEvent.code3  Behavior > Behavior Management > Incident > Event > State Code

Element Name	Description	Location
<b>SOT4</b>	<p>Reports the 4th valid Offense ID.</p> <p>From across all Behavior Events associated with this Incident, logic reports the State Event Mapped Code of the fourth valid Event Type Code. This Code should report from the 4th lowest Event ID that has a state valid code.</p> <ul style="list-style-type: none"> <li>• If the student has a Behavior Event associated with an Event Type with State Event Mapping Code = 3700, report the 4-digit Standard Code selected for Weapon Type.</li> <li>• If Standard Code = 9000 for SOT4, report 500.</li> <li>• SOT4 cannot report the same value as any other SOT field unless they report as 500.</li> </ul> <p>When there is no fourth valid standard state code, report 500.</p> <p>Field reports the same value reported in OT4 of the Offense Report.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>BehaviorEvent.code4</p> <p>Behavior &gt; Behavior Management &gt; Incident &gt; Event &gt; State Code</p>

Element Name	Description	Location
<b>SOT5</b>	<p>Reports the 5th valid Offense ID.</p> <p>From across all Behavior Events associated with this Incident, logic reports the Standard Code for the State Event Mapped Code of the fifth valid Event Type Code. This Code should report from the fifth lowest Event ID that has a valid Standard state code.</p> <ul style="list-style-type: none"> <li>• If the student has a Behavior Event associated with an Event Type with State Event Mapping Code = 3700, report the 4-digit Standard Code selected for Weapon Type.</li> <li>• If Standard Code = 9000 for SOT5, report 500.</li> <li>• SOT5 cannot report the same value as any other SOT field unless they report as 500.</li> </ul> <p>When there is no fifth valid standard state code, report 500.</p> <p>Field reports the same value reported in OT5 of the Offense Report.</p> <p><i>Alphanumeric, 3 characters</i></p>	BehaviorEvent.code5  Behavior > Behavior Management > Incident > Event > State Code