RECORDS REPORTED WITHOUT A SANCTION

About this Report:
This report identifies records categorized as serious but do not have a sanction.

How to Access the Report:
This report is not built into the ED166. Contact Keryn Felder for an updated report.

How to Clear the Report:
See the example below to determine how each record should be updated. You may update your records via batch or individually. This record may not be cleared completely if the records are correct as reported.

How to Delete a Record:
Go to "Delete Incident" on the left-side menu in the ED166. Search for the record and delete.

Record Types:
1) Miscoded records
2) Record correct as is

EXAMPLE:

SASID	Date of Incident	Bullying	Incident(s)	Weapon Type	Substance Type	Sanction Type 1	Sanction Type 2
1234567891	1/22/2019	1	1700 - Fighting/altercation/physical aggression	0000	0000	1090 – No Sanction	None

What to Verify	Result	Action Needed

Is this record reported accurately?	No:
	  -The Sanction Code is incorrect
	  -The Incident Type is incorrect
		Update the record as needed

	Yes	No action is needed. Retain this report for your records as it will be generated again at the end of the school year and will include the same records.