

CHAPTER 32 FY2001 EMIS Discipline Reporting Requirements

Starting with FY2000, all buildings in a district are required to report detailed discipline records for students in all grade levels. The elements in this record replace Suspension and Expulsion elements that were formerly reported on the student's Demographic and Attendance record in EMIS. The data requested here is required in order to meet the reporting requirements of federal and state law for all students, including those students with disabilities.

District personnel are required to report any incident that takes place on school grounds/property. School grounds/property should include the school building and immediate grounds, school transportation (e.g. buses), stadiums, gymnasiums, and other facilities. District Boards of Education may, at their discretion, use a different, more expansive definition.

Detailed discipline records will include the following data elements:

- ◆ **Date of Discipline** - indicates the date the discipline is administered to the student.
- ◆ **Type of Discipline** - indicates the type of discipline administered to the student as a result of an infraction
- ◆ **Discipline Reason** - indicates the offenses or infractions incurred. Multiple reasons are allowed for each incident.
- ◆ **Total Discipline Days each occurrence** - Indicates the length in FTE of the student's discipline proceeding with the school district. Include fractional days (Example: 2.25)
- ◆ **Discipline modified on Per Exception Basis** - this element is only to be used when there is a combination of: A) Type of Discipline=1 - Expulsion AND B) Discipline Reason = 06 - Use/possession of a gun; 07 = Use/possession of a weapon other than a gun or explosive; or 08 = Use/possession of any explosive, incendiary or poison gas
- ◆ **Referred for Alternative Program** - this element is only to be used when there is a combination of: A) Type of Discipline=1 - Expulsion AND B) Discipline Reason = 06 - Use/possession of a gun; 07 = Use/possession of a weapon other than a gun or explosive; or 08 = Use/possession of any explosive, incendiary or poison gas

32.1 Definition of the Elements

This section defines each element that is to be reported and indicates the valid codes to be used when reporting to EMIS. The corresponding SIS parameter, where codes will be stored for verification, is also included.

Date of Discipline

The date field indicates the date the discipline is administered to the student.

Type of Discipline

The type of discipline refers to the action taken against the student as a result of the incident. While multiple actions may be entered for an incident, only one type of discipline may be reported per incident in EMIS. Because of this restriction, the most severe discipline reason will be reported to EMIS. For example, if a student receives an in-school suspension and an out of school suspension for the same incident, the out of school suspension would be the action reported for the incident.

The following codes are the only valid types of discipline to be reported in EMIS:

Code	Description	Definition
1	Expulsion	The involuntary removal of a student from school by the Superintendent
2	Out of school suspension	The denial of attendance at school and the suspension of the student's normal instructional activities by the superintendent or a school principal due to discipline reasons.
3	In school suspension	The suspension of the student's normal instructional activities by the superintendent or a school principal due to discipline reasons. The student attends school but is assigned a special placement that allow him/her to do school work but does not specifically address the behavior(s) that resulted in discipline.
4	In school alternative Discipline class/program/ Building	For students with disabilities this is an appropriate setting determined by the child's IEP team in which the child is placed for no more than 45 days. This setting enables the child to continue to progress in the general curriculum; to continue to receive the services and modifications, including those described in the child's current IEP; and to meet the goals set out in the IEP. Setting includes services and modifications to address the problem behavior and to prevent the behavior from recurring.
5	Saturday School	Suspension served on a Saturday due to discipline reasons

6	Emergency Removal by District Personnel	(A description of the process is under ORC. 3313.66©) "If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent or a principal or assistant principal may remove a pupil from curricular activities or from the school premises, and a teacher may remove a pupil from curricular activities under the teacher's supervision, without the notice and hearing requirements of division (A) or (B) of this section. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal".
7	Removal by a Hearing Officer	Those instances in which an impartial state appointed hearing Officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child and youth, or others.

In the new discipline module, you may keep track of other types of discipline, such as detentions; however, they will not be reported to EMIS. Only those incidents, which resulted in one of the above types of discipline, will be reported to EMIS.

In SIS, Type of Discipline codes will need to be defined on the parameter P167 - Discipline Action Codes.

On this table, the code is defined as well as the description. You may use any code and description that you choose. However, if the Action is EMIS reportable, (fits one of the five actions listed above), then the description must be followed by a pipe character (|) and the applicable EMIS code. If it is not, the information will not get moved into EMIS.

```

SIS - P167                TEST HIGH SCHOOL                Oct 10, 2001
[DISPLAY]                School Control Parameters                11:23 AM
                        Discipline Action Codes

Code:      Description:
1          1          Expulsion
2          2          Out of school suspension |2
3          3          In school suspension|3
4          4          In-school alter. discipline|4
5          5          Saturday School
6          6          Emergency removal/Dist.|6
7          7          Removal/Hearing Officer|7
8          CAPT      Capital Punishment
9          CORP      Corporal Punishment|C
10         DETE      Detention
11         EXP       Expulsion|1
12         ISS       In School Suspension|3
13         OSS       Out of school suspension|2
14         SATS      Saturday School|5
(MORE)
Command: DISPLAY

```

In the example above, the code EXP has the characters "|1" at the end of the description field. Incident records containing this code will be reported in EMIS as an expulsion.

The Expulsion listed on line one will *not* get moved over to EMIS even though the code 1 was used. This is because it is missing the pipe character followed by the number 1 after the description.

Notice the code for corporal punishment has the "|C" at the end of the description. This will identify this code as a type to be counted as corporal punishment and will be saved to the "corporal punishment" field in EMIS when the data is moved over in June.

Type codes 1-5 will be predefined in buildings that have requested us to do so. **You may add other codes if you wish. In either case you must remember to specify the "|X" characters at the end of the description field in order for associated incident records to be reported to EMIS. Any codes defined that do not have the pipe character (|) followed by a number 1- 5 or letter C defined after it will not be reported in EMIS at year end, regardless of the number used in the code column.**

Discipline Reason

Discipline reason codes indicate the infraction that was committed by the student and resulted in a punishment. A student may have multiple reasons reported for one incident. Up to five discipline reasons may be reported for one incident. If more than five reason codes are on file for one incident, the first five reasons will be reported to EMIS. When adding discipline records, make sure to add records for the most severe reasons first. Only records with one or more of the following reason codes will be reported to EMIS:

Code	Description	Definition
**	Not applicable	
01	Truancy	Unexcused absence from school
02	Behavioral problems	Repeated behavior of a disruptive nature that interferes with the learning environment
03	Fighting/Violence	Intentional behavior which causes, attempts or threatens physical injury
04	Vandalism	Damaging or attempting to damage property on school grounds
05	Theft	Stealing or attempting to steal property on school grounds
06	Use/possession of a gun	Using or possessing any kind of firearm or look-alike or replica of a firearm
07	Use/possession of a weapon other than a gun or explosive	Use/possession of a dangerous weapon other than a gun or explosive- A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is really capable of causing death or serious bodily injury, except that

07 continued		such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).
08	Use/possession of any explosive, incendiary or poison gas	
09	Use/possession of tobacco	Using or possessing any substance containing tobacco including smokeless tobacco
10	Use/possession of alcohol	Using or possessing any substance containing alcohol
11	Use/possession of other drugs	Using or possessing drugs other than alcohol or prescription medication that has been administered in accordance with the district's policies.
12	Sale/distribution of weapons	
13	Sale/distribution of alcohol	
14	False alarms/bomb threats	
17	Sale/distribution of other drugs	

In the discipline records, each incident must have at least one discipline reason code. Discipline reason codes will be verified against the parameter P163 - Discipline Infraction Codes. As with Discipline type codes, additional reason codes may be defined. In all cases, if the reason codes are to be reported to EMIS, the description field must contain the "|" character followed by the EMIS discipline reason code. Here is an illustration of how the pipe character with the EMIS code will work.

```

SIS - P163                TEST HIGH SCHOOL                Oct 10, 2001
[DISPLAY]                School Control Parameters                11:39 AM
                        Discipline Infraction Codes

Code:      Description:                Demerit Value:

1         14         False alarms/bomb threats                0.00
2         17         Sale/Distribution of Drugs|17            0.00
3         CB1        Loud/Disruptive                          0.00
4         CB2        Classroom Insubord.|02                  1.00
5         DR1        Possession of Control sub|11            50.00
6         DR2        SELLING CONTROLLED STUSTANCESS          99.99
7         DRUG       DRUG RELATED                            10.00
8         DW         DANGEROUS WEAPONS                       99.99
9         FFA        FALSE FIRE ALARM                        0.00
10        FIRE       ARSON                                    10.00
11        SIMU       MULTIPLE OCCURENCE                      0.00
12        TEST      TEST INFRACTION DESCRIPTION             99.99
13        WP1       ASSAULT W/WEAPON                        50.00
14        WP2       CARRYING A CONCEALED WEAPON             99.99

Command: DISPLAY
Message:

```

Notice the codes on line 4 for "Classroom Insubord. |02". This indicates that any infraction records found with a discipline reason of CB2 are to be considered as EMIS code 02 - Behavioral problems and are to be reported to EMIS. Codes with no designators at the end of the description will not be reported to EMIS. In the example above, the False alarms/bomb threats on line 1 should be EMIS reportable. However, it will *not* get moved over to EMIS because it is missing the pipe character with a code 14 following the description. So, even though there is a "14" in the Code column, this discipline won't get moved over to EMIS unless a "|14" is added behind the description.

Currently, the demerit value field on this parameter is not being used in the new discipline module. If demerits are awarded, they must be entered on the action record.

Total Discipline Days Each Occurrence

Total discipline days indicate the total number of days assigned for punishments for a particular incident. This figure should be considered an FTE so if a student was assigned a half a day suspension, the figure would be .50.

Fractional days are to be reported. If there are multiple action records for a student with days assigned to each action, this figure will represent the total of all days assigned for all actions for this incident. For example,

For one incident, if a student is assigned 5 days out of school suspension and 3.5 days in-school suspension, total discipline days reported will be 8.50 days.

Discipline Modified on Per Exception Basis

This field will normally be "N". The only possible time that you may need to use "Y" is if the following conditions are met:

For one incident, if the "Type of Discipline" is 1 - Expulsion **AND** Discipline Reason is 06 - Use/possession of a gun; **OR** 07 - Use/possession of a weapon other than a gun or explosive; **OR** 08 - Use/possession of any explosive, incendiary or poison gas.

Referred for Alternate Program

This field will normally be "N". The only possible time that you may need to use "Y" is if the following conditions are met:

For one incident, if the "Type of Discipline" is 1 - Expulsion **AND** Discipline Reason is 06 - Use/possession of a gun; **OR** 07 - Use/possession of a weapon other than a gun or explosive; **OR** 08 - Use/possession of any explosive, incendiary or poison gas.

32.2 Additional SIS Parameters Used for Verification in the Discipline Module

The following additional parameters can be defined in SIS to store codes for some of the other fields on the discipline records, which are not reported to

P165 - Discipline Refer Codes

This table is used to define the person who is making the referral for the infraction. Enter those persons who **are not** already defined on the TEAC screen. Examples would be custodians, building administrators, bus drivers, etc., which are normally not used on the master schedule. Both P165 and the TEAC table are referred to when accessing the help option for the "Referred" field.

Examples of refer codes:

SIS - P165	TEST HIGH SCHOOL	Oct 10, 2001
[DISPLAY]	School Control Parameters	12:00 PM
	Discipline Refer Codes	
	Code:	Full Name:
1	ATSC	ATTENDANCE SECRETARY
2	BUS1	BUS DRIVER 1
3	BUS2	BUS DRIVER 2
4	PRIN	PRINCIPAL
5		
6		
7		
Command: DISPLAY		
Message:		

P166 - Discipline Contact Types

This table is used to define the type of contact that took place with the parent/guardian following the student's incident. Enter up to four characters to define the type of contact and up to thirty characters to describe the type of contact.

SIS - P166	TEST HIGH SCHOOL	Oct 10, 2001
[DISPLAY]	School Control Parameters	12:01 PM
	Discipline Contact Types	
	Code:	Description:
1	F	FAX
2	L	LETTER
3	LAW	LAW ENFORCEMENT AUTHORITIES
4	P	PHONE
5	P/G	PARENT/GUARDIAN
6	RELI	RELIGIOUS LEADER
7	W	WRITING
8		
9		
Command: DISPLAY		
Message:		

32.3 DISC PROGRAM

The **DISC** program allows the entry of discipline records, with the objective of moving them into LIVE EMIS, for JUNE reporting.

1. Accessing the program

The DISC program is outside of SIS, therefore, to access it, you will need to type DISC at the MENU prompt.

```
MENU> DISC
```

After pressing 'RETURN' or 'ENTER' it will take you into the program.

```
DISC V0.1, ©1999, NOACSC, Lima
```

000000000	<- Enter number or name	TEST HIGH SCHOOL				
F6-Add	F7-Look	F8-Exit	F9-Export	F10-Next	F11-Totals	F12-Update

If you have access to more than one building and your logicals have not been set to a specific building it will display a menu for you to choose.

Example:

```
Change Building
```

LMAL	Lima Alternative High School
LMED	Lima City Edison Elementary
LMEM	Lima Emerson Elementary
LMFR	Lima Faurot Elementary
LMHM	Lima Horace Mann Elementary
LMHS	Lima Senior High School
LMIV	Lima Irving Elementary
LMJF	Lima Jefferson Elementary
LMLW	Lima Lowell Elementary
LMNO	Lima North Junior High
LMRO	Lima Roosevelt Elementary
LMSO	Lima South Junior High School

Use the up and down arrow keys to highlight the building you wish to access and press the 'RETURN' or 'ENTER' key.

Note: You must have discipline privileges in order to have access to the DISC program.

2. Bringing up individual students

Student ID or name can be used to display the student.

Example:

If the student id is 99, enter 99 and press the 'return' or 'enter' key.

000000099	<- Enter number or name	TEST HIGH SCHOOL
F6-Add	F7-Look	F8-Exit F9-Export F10-Next F11-Totals F12-Update

The student name can also be used in the format of 'lastname,firstname' or 'lastname' or 'lastname,part of the first name'.

Examples:

SMITH,ALICE	<- Enter number or name	TEST HIGH SCHOOL
F6-Add	F7-Look	F8-Exit F9-Export F10-Next F11-Totals F12-Update

SMITH	<- Enter number or name	TEST HIGH SCHOOL
F6-Add	F7-Look	F8-Exit F9-Export F10-Next F11-Totals F12-Update

SMITH,A	<- Enter number or name	TEST HIGH SCHOOL
F6-Add	F7-Look	F8-Exit F9-Export F10-Next F11-Totals F12-Update

DISC will bring up the first student it finds as a match. For example, if you type in SMITH it will bring up the first SMITH it finds in alphabetical order. If you type in 99 for the student id and there isn't a student with that exact id it will bring up the next student in id order.

F10 will progress to the next student. If you searched by Name it will go to the next student in order by Name. If you searched by ID it will go to the next student in order by ID.

Note: The name is case sensitive. If the student's name on STUD is all upper case it must be searched in all upper case. If you use both uppercase and lowercase in SIS, then you must follow the same convention here.

New as of 11/99: The student demographic information that is displayed in the header is as follows:

Student ID	Student Name	*Sex-Grade-Status-Homeroom*	School
000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL

3. Adding Incidents

To add a new incident, bring up the student you wish to add and press the F6 key. This will automatically pull up the incident, infraction and action lines for you to enter.

Example:

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL
F6-Add	F8-Exit	F9-Export	F10-Field Menu/Edit
F11-Delete	F12-Save	Locked	
Date:[/ /]	[]	Period:[]	
Download?:[Y]			
Infraction:[]			
Location:[]			
By:[]			
Action:[]		On:[/ /]	
# of Days:[.]	From:[/ /]	To:[/ /]	Served?:[N]
Demerits:[000.00]	Modified?:[N]	Referred to Alt. Program?:[N]	

Incident Date:

This is a mandatory field. Enter the date the incident occurred. The format is MMDDYYYY but you may enter this date in one of several ways. **If you hit return it will enter the current date (this method will only work in the INCIDENT date field).** You may also type in the MMDDYY and it will automatically enter the first two digits of the year for you. For example, you may type in 091399 and it will display as 09/13/1999. Do not type the slashes.

Description

The description is an optional field. However, we do suggest that you enter something. When you first enter a student id or name, it is this field that will display on the screen with the incident date. It would be helpful to have a brief description to identify the incident when searching to change or delete an entry.

Period:

The period is also an optional field. Press F10 to display the valid periods for that building. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that period or it can be directly typed in. If you wish to enter nothing, leave the field blank and continue entering the Infraction and Action information.

Download?:

The download is used to indicate whether or not you wish to tag this record to be downloaded for producing discipline letters to parents. The field may contain a Y, an N, or a D. Y means yes, download it the next time you produce letters. N mean no, do not download it when you produce letters. D means it has already been downloaded. This field will default to a Y. You may change it if you wish. If you do not intend to use the feature of downloading disciplinary data to produce letters for parents, it is still all right to have the field value set to Y; it will do no harm.

Example:

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL			
F6-Add	F8-Exit	F9-Export	F10-Field Menu/Edit	F11-Delete	F12-Save	Locked
Date:[09/09/1999][VERBAL ALTERCATION] Period:[1]						
Download?:[Y]						

Note: If you do not know the Infraction and/or Action at the time of entry, you may move your cursor to a field in the Infraction and/or Action record and press F11 to highlight and F11 once more to delete it.

After the Incident/Infraction/Action have been entered and you do not want to continue, press F12 to save.

A blinking message 'Locked' will appear on the upper right hand side of the record anytime an existing record is being modified. This indicates that you have exclusive rights to these files.

4. Adding Infractions

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL			
F6-Add	F8-Exit	F9-Export	F10-Field Menu/Edit	F11-Delete	F12-Save	Locked
Date:[10/11/1999][TALKING TOO MUCH] Period:[2]						
Download?:[Y]						
Infraction:[CB2][Classroom Insubord.]						
Location:[100][GENERAL CLASSROOM]						
By:[9800][DAFFY DUCK]						

Infraction:

This is a mandatory field. Press the F10 key to display the valid infraction codes, which come from the P163 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that infraction code or it can be directly typed in.

Example:

```
      Infraction Choices
01  Truancy
02  Behavioral problems
03  Fighting/Violence
04  Vandalism
05  Theft
06  Use/Possession of a gun
07  Use/possession of a weapon
CB1 LOUD/DISRUPTIVE
CB2 CLASSROOM INSUBORDINATION
DR1 POSSESSION OF CONTROL SUBSTANC
DR2 SELLING CONTROLLED STUSTANCESS
```

Location:

This is an optional field. Press the F10 key to display the valid location codes, which come from the P164 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that location code or it can be directly typed in.

Example:

```
      Location Choices
010 MECH. DRWG.
100 GENERAL CLASSROOM
100A MECH.DRWG
101 IA SHOP
101A GENERAL CLASSROOM
103 GENERAL CLASSROOM
105 GENERAL CLASSROOM
107 GENERAL CLASSROOM
109 BAND
150 NEW GYM
200 GUID. LIB.
```

By:

This is an optional field. Press the F10 key to display the valid By: options, which come from the P165 parameter and TEAC screen. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that person's code or it can be directly typed in.

Example:

```
-----Teacher Choices-----
9800 DAFFY DUCK
ABEL MR. Teacher
AMBO MARY SMITH
ANDC MRS. TEACHER
ASPR ASST. PRINCIPAL
ATSC ATTENDANCE SECRETARY
BROJ BOND JAMES
BUS1 BUS DRIVER 1
BUS2 BUS DRIVER 2
10 MECH. DRWG.
11 PRINCIPAL
```

If any of the options are not correct, the corresponding parameters and/or screens need to be updated within SIS.

Note: If you do not know the Infraction and/or Action at the time of entry, you may move your cursor to a field in the Infraction and/or Action record and press F11 to highlight and F11 once more to delete it.

After the Incident/Infraction/Action have been entered and you do not want to continue, press F12 to save.

If you want to add additional infractions for this incident hit F6, highlight 'Add Infraction' and press return. Fill in the information following the previous guidelines.

5. Adding Actions

000000099	SMITH,ALICE	F-11-N-A100 TEST HIGH SCHOOL
F6-Add	F8-Exit	F9-Export F10-Field Menu/Edit F11-DeleteF12-Save Locked

Date:[10/11/1999][TALKING TOO MUCH] Period:[2]
Download?:[Y]
Infraction:[CB2][Classroom Insubord.]
Location:[100][GENERAL CLASSROOM]
By:[9800][DAFFY DUCK]
Action:[DETE] On:[10/11/1999]
of Days:[003.00] From:[10/11/1999] To:[10/13/1999] Served?:[N]
Demerits:[000.00] Modified?:[N] Referred to Alt. Program?:[N]

Action:

This is a mandatory field. Press the F10 key to display the valid action codes, which come from the P167 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that action code or it can be directly typed in.

Example:

Action Choices	
01	Expulsion
02	Out of school suspension
03	In school suspension
04	In school alternative
05	Saturday School
CAPT	CAPITAL PUNISHMENT
CORP	CORPORAL PUNISHMENT
DETE	DETENTION
EXP	EXPULSION
ISS	IN SCHOOL SUSPENSION
OSS	OUT OF SCHOOL SUSPENSION

On:

This field is used to indicate the date the action was decided upon. (The date the punishment was determined.) This field will automatically be filled in with the current date. You will only need to hand enter this date if it is different than the current date.

Number of Days:

This is a mandatory field when adding actions, which are to be reported for EMIS.

Upon initial entry, if you wish to enter 1.00, type in 1 and press 'return'. It will automatically position the numbers correctly in the field. If you wish to enter fractional days, example 1.25, enter 1.25 and press 'return'.

When editing one field, what is displayed, is what will get saved.

Date Ranges:

These fields are optional. If entered, the From: field is the starting date of action. This date must be less than or equal to the To: date. The To: field is the ending date of the action which must be greater than or equal to the From: date. These may be entered in the MMDDYYYY format or you may type in MMDDYY and it will automatically put in the first two digits of the year for you. For example, you may type in 091399 and it will display as 09/13/1999. Do not type the slashes.

Served: (Y or N) [N]

This field is optional. Enter an Y or N. N is defaulted.

Demerits:

This field is optional. Upon initial entry, if you wish to enter 1.00, type in 1 and press 'return'. It will automatically position the numbers correctly in the field. If you wish to enter fractional demerits, example 1.25, enter 1.25 and press 'return'.

When editing one field, what is displayed, is what will get saved.

Modified: (Y or N) [N]

Ref. Alternate Prog.: (Y or N) [N]

These fields will normally be "N". The only possible time that you may need to use "Y" is if the following conditions are met:

For one incident, if the "Type of Discipline" is 1 - Expulsion **AND** Discipline Reason is 06 - Use/possession of a gun; **OR** 07 - Use/possession of a weapon other than a gun or explosive; **OR** 08 - Use/possession of any explosive, incendiary or poison gas.

Note: If you want to add additional actions for this incident hit F6, highlight 'Add Action' and press return. Fill in the information following the previous guidelines.

6. Adding Contacts

Press the F6 key.

Example:

```

┌ Add Options ────────────┐
│ Infrac­tion            │
│ Action                 │
│ Contact              │
│ Note                   │
│ Private Note           │
│ Policy                 │
│ Exit Add Options       │
└──────────────────────────┘
  
```

Use the down arrow key to highlight 'Add Contact', then press the 'RETURN' or 'ENTER' key.

000000099	SMITH,ALICE	F-11-N-A100 TEST HIGH SCHOOL
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-DeleteF12-Save Locked		

```

Date:[10/11/1999][TALKING TOO MUCH] Period:[2 ]
Download?:[Y]
Infrac­tion:[CB2 ][Classroom Insubord. ]
Location:[100 ][GENERAL CLASSROOM ]
By:[9800][DAFFY DUCK ]
Action:[DETE] On:[10/11/1999]
# of Days:[003.00] From:[10/11/1999] To:[10/13/1999] Served?:[N]
Demerits:[000.00] Modified?:[N] Referred to Alt. Program?:[N]
Contact:[P ][PHONE ] Date:[10/12/1999]
Administrator:[Counselor ]
Contacted:[Parents ]
  
```

Contact:

Press the F10 key to display the valid contact codes, which come from the P166 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that contact code or it can be directly typed in.

Date:

The contacted date may be entered in MMDDYYYY or MMDDYY format. For example, you may type in 091399 and it will display as 09/13/1999. Do not type the slashes.

Administrator and Contacted:

These two fields allow for any text. There are no parameters and/or screen that restrict what can or can not be entered.

Notes: After the contact(s) have been entered and you do not want to continue, press F12 to save.

Contact records are not reported in EMIS therefore, the whole record is optional.

7. Adding Policy

Press the F6 key.

Example:

```
Add Options
Infraction
Action
Contact
Note
Private Note
Policy
Exit Add Options
```

Use the down arrow key to highlight 'Add Policy', then press the 'RETURN' or 'ENTER' key.

00000099	SMITH,ALICE	F-11-N-A100 TEST HIGH SCHOOL
F6-Add	F8-Exit	F9-Export F10-Field Menu/Edit F11-DeleteF12-Save Locked

Date:[10/11/1999][TALKING TOO MUCH] Period:[2]
Download?:[Y]
Infraction:[CB2][Classroom Insubord.]
Location:[100][GENERAL CLASSROOM]
By:[9800][DAFFY DUCK]
Action:[DETE] On:[10/11/1999]
of Days:[003.00] From:[10/11/1999] To:[10/13/1999] Served?:[N]
Demerits:[000.00] Modified?:[N] Referred to Alt. Program?:[N]
Contact:[P][PHONE] Date:[10/12/1999]
Administrator:[Counselor]
Contacted:[Parents]
Policy:[01][RULE 1-DISRUPTION]

Policy:

Press the F10 key to display the valid policy codes, which come from the P162 parameter. Use the arrow keys to move up and down the list and highlight the one you wish to use. Press 'RETURN' or 'ENTER'. It will then add that policy code or it can be directly typed in.

Example:

Policy Choices	
01	RULE 1-DISRUPTION
02	RULE 2-STEALING
03	RULE 3-ASSAULT/EMPLOYEE
04	RULE 4-PHYS.ABUSE/STUDENT
05	RULE 5-WEAPONS
06	RULE 6-TOBACCO
07	RULE 7-ALCOHOL/DRUGS
08	RULE 8-SCHOOL VIOLATIONS

Notes: After the policy(s) have been entered and you do not want to continue, press F12 to save.

Policy records are not reported in EMIS therefore, the whole record is optional.

8. Adding Notes

Notes can be added as long as there is an incident record to post it too.

There are two types of notes you may add. "Notes" and "Private Notes". The difference between these two types of notes are, Private Notes are only able to be viewed/modified by the user that created the Private Note. A regular Note is viewable by any user that accesses the disc records.

If you want to add a note onto an incident already on file, highlight the appropriate incident and press the F12 key. This will bring up the detailed records of the incident.

Example:

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL			
F6-Add	F8-Exit	F9-Export	F10-Field Menu/Edit	F11-Delete	F12-Save	Locked
TEST	09/01/1999	001	VANDALISM			
TEST	08/10/1999	005	talking too much			
TEST	08/01/1999	004	THEFT			

Notes can be posted under any of the "Add Options". For example, to add a note under Incident use the arrow or tab key to put the cursor on that field, then press F6 and choose 'Add Note'. Notes may be added under any of the Add Options and once added will display under the last line of the Add Option you chose. For Example, when we added a note under the Incident it displayed after the line of the Incident record information. If you have your cursor on the Action and press F6 to add a note, your note will be displayed under the last line of the Action record information.

Example:

```

┌ Add Options ────────────┐
│ Infraction               │
│ Action                   │
│ Contact                  │
│ Note                   │
│ Private Note             │
│ Policy                   │
│ Exit Add Options         │
└──────────────────────────┘
  
```

This will then put you into the editor to type in the note. Once you press F10 to exit, it will display the note underneath that part of the record.

Example is highlighted:

000000099	SMITH,ALICE	F-11-N-A100 TEST HIGH SCHOOL
F6-Add	F8-Exit	F9-Export F10-Field Menu/Edit F11-DeleteF12-Save Locked

```

Date:[08/10/1999][TALKING TOO MUCH] Period:[2]
Download?:[Y]
Note by CAROLYN on 25-AUG-1999 15:46:01.21
This is where the note would display.
Infraction:[CB2 ][Classroom Insubord. ]
Location:[100 ][GENERAL CLASSROOM ]
By:[9800][DAFFY DUCK ]
Action:[DETE] On:[10/11/1999]
# of Days:[003.00] From:[10/11/1999] To:[10/13/1999] Served?:[N]
Demerits:[000.00] Modified?:[N] Referred to Alt. Program?:[N]
  
```

After pressing F10 to exit out of the editor, you **must** press F12 to post that note or it will not be saved.

Notes: Detailed instructions on how to use the editor are on page 23 of this document.

Notes are not reported in EMIS therefore, the whole record is optional.

9. Posting or adding the entries

To save the student's discipline records, press the F12 key. If any invalid data was found, a message will be displayed and will put your cursor on that field. Once corrected, press F12 again to post or save those changes.

If it didn't encounter any errors with the information that was entered, it will display the incident records.

Example:

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL			
F6-Add	F7-Look	F8-Exit	F9-Export	F10-Next	F11-Totals	F12-Update
TEST	09/01/1999	001	VANDALISM			
TEST	08/10/1999	005	talking too much			
TEST	08/01/1999	004	THEFT			

The first four characters in the incident line represent the building the incident was added under.

Important Note!

Multiple infractions, actions, contacts and policies can be entered per incident.

10. Bringing up and/or changing existing records

After typing in the student id or name, press 'RETURN' or the 'ENTER' key; the program will then display all of the student's incident records.

If it didn't find any records for that student it will display the below message:

000101010	DAVIS,LYNDA	F-11-N-A100	TEST HIGH SCHOOL			
F6-Add	F7-Look	F8-Exit	F9-Export	F10-Next	F11-Totals	F12-Update
This student has no discipline records on file						

Example:

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL			
F6-Add	F7-Look	F8-Exit	F9-Export	F10-Next	F11-Totals	F12-Update

If records were found it will list them in incident date order.

Example:

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL
F6-Add F7-Look F8-Exit F9-Export F10-Next F11-Totals F12-Update			
TEST	09/01/1999	001	VANDALISM
TEST	08/10/1999	005	talking too much
TEST	08/01/1999	004	THEFT

To see detailed information on a specific incident, use the up and down arrow key to highlight the one you wish to see and press the F12 key to Save or F7 to display.

Example:

000000099	SMITH,ALICE	F-11-N-A100	TEST HIGH SCHOOL
F6-Add F8-Exit F9-Export F10-Field Menu/Edit F11-Delete F12-Save Locked			
Date:[08/10/1999][TALKING TOO MUCH] Period:[2]			
Download?:[Y]			
Note by CAROLYN on 25-AUG-1999 15:46:01.21			
This is where the note would display.			
Infraction:[CB2][Classroom Insubord.]			
Location:[100][GENERAL CLASSROOM]			
By:[9800][DAFFY DUCK]			
Action:[DETE] On:[10/11/1999]			
# of Days:[003.00] From:[10/11/1999] To:[10/13/1999] Served?:[N]			
Demerits:[000.00] Modified?:[N] Referred to Alt. Program?:[N]			
Contact:[P][PHONE] Date:[10/12/1999]			
Administrator:[Counselor]			
Contacted:[Parents]			
Policy:[01][RULE 1-DISRUPTION]			

When the existing record has been displayed, by using the F12 key, it can be modified by using the up and down arrow or tab key to move through the fields. When the cursor is on the field you wish to change, press the F10 key for valid options or type in the new code or information. After the changes have been made, re-post or save by using the F12 key.

11. Deleting records

Deleting existing records

After typing in the student id or name, press 'RETURN' or the 'ENTER' key, the program will then display all of the student's incident records.

Use the up and down arrow key to highlight the record you want to delete, press F12 to display the detailed information. Then use the up and down arrow key to put the cursor on the record you wish to delete. Press F11, this will highlight the record. Press F11 again and this will delete the record.

If you press F11 when the cursor is on the incident, all related records to that incident will be deleted.

To save these changes press the F12 key.

Then the below prompt will be displayed.

Are you certain you wish to delete the incident entirely?
Yes
No

If you do not wish to delete use the down arrow key to highlight 'No' and press the 'return' or 'enter' key.

Deleting while adding records

If you are adding a record, use the up and down arrow key to place the cursor on the record you want to delete, then press the F11 key. This will remove the information. Once you are done adding all the information for the student, press F12 to save all the records.

Canceling the delete

To cancel the delete, press the space bar or any key, other than the F11.

12. Viewing Totals

After typing in the student id or name, press the 'Return' or 'Enter' key; the program will then display all of the student's incident records in a single line format.

00000099	SMITH,ALICE	F-11-N-A100	TEST	HIGH SCHOOL		
F6-Add	F7-Look	F8-Exit	F9-Export	F10-Next	F11-Totals	F12-Update
TEST	09/09/1999	003	skipped school			
TEST	09/03/1999	005	found drugs in locker			
TEST	09/01/1999	004	drug possession			

To view the totals, press the F11 key.

000000001 SMITH,TIMOTHY	M-10-I-B104 TEST HIGH SCHOOL
F8-Exit F9-Export	

```

09/09/1999 skipped school                      Period:
Truancy                                     By: ANONIMA SMITH In:
In school suspension                       Days: 1.00(09/09/1999-      ) Sv:N
Mr. Principal
09/03/1999 found drugs in locker              Period:
Use/possession of other drugs              By: PAYNE ANDERSON In: 11
Expulsion                                  Days: 2.00(09/04/1999-09/06/1999) Sv:N
Mr. Principal
09/01/1999 drug possession                   Period: 2
Use/possession of other drugs              By: Mr. A. Bell In: 11
Detention                                  Days: 1.00(09/02/1999-      ) Sv:Y
Mr. Principal

```

Totals	
1:Truancy	2:Use/possession of other drugs
1/ 2.00:Expulsion	1/ 1.00:In school suspension
1/ 1.00:Detention	
1:Mr. A. Bell	1:PAYNE ANDERSON
1:ANONIMA SMITH	

This screen displays the following summarized information:

- **INCIDENT record information:** INCIDENT date, INCIDENT description and INCIDENT period.
- **INFRACTION record information:** INFRACTION description, teacher name and room number.
- **ACTION record information:** ACTION description, number of days, ACTION date range in parenthesis and whether or not it was served.
- **CONTACT record information:** administrator.

Underneath the summary information will be the totals for **INFRACTION, ACTION AND TEACHER.**

In the example above, Timothy had:
 One (1) INFRACTION for "Truancy"
 Two (2) INFRACTIONS for "Use/possession of other drugs"
 One (1) ACTION for Expulsion for a total of two (2) days
 One (1) ACTION for In School Suspension for a total of one (1) day
 One (1) ACTION of Detention for a total of one (1) day
 One (1) referral by Mr. A. Bell
 One (1) referral by Payne Anderson
 One (1) referral by Anonima Smith

13. Exiting the program

Press the F8 key to exit the program.

14. F9 – Export options.

Press the F9 key to see the Export options.

Example,

```
Export Options
Copy into DISC.TXT file
Email
Email with edit
Print to slaved printer
Print to queued printer
I changed my mind
```

Copy into DISC.TXT file

This will create a file named DISC.TXT containing all the discipline information that was displayed on the screen, when this option was chosen. This file will be in your directory.

EMAIL

This option will send whatever information is on the screen via electronic email.

Email with edit

This option will send whatever information is on the screen via electronic email but puts you into the editor to add in a note or make any modifications before sending the data.

Print to a slaved printer

This feature is not yet implemented

Print to a queued printer

This will print whatever is on the screen to your queued or shared printer.

I changed my mind

Allows you to exit this menu.

15. DISC Reports

At the present time there are three reports available from the DISC module. They are:

DISCRPT
DISCALL
DISCTOT

The report program **DISCRPT** will list students in your building who have a specified action or infraction code on a specified day or during a date range. For example, this program can give you a list of students assigned to Saturday School on a certain day. You can run it for any action code defined on P167, i.e. detentions, suspensions, expulsions, etc. or any Infraction code listed on P163. The P167 or P163 description will be used in the heading, along with the date specified, i.e. 'Saturday School list for 09/28/1999'.

The report program **DISCALL** will list all the discipline records within a date range for a single student or all students depending on how you answer the program prompts. The report will have a prompt asking if you would like to select a Specific student, All or Exit Program. If you enter "S" for a Specific student, the next prompt will be: "Enter Student ID:" where you will enter the Student ID. There is also a date range prompt where you may enter specific dates or if you return through the date ranges it will list all the records to date for your current year. After answering the prompts the program will then generate a report of discipline data for that particular student. If you enter "A" for All, the program will generate a report of all students and their discipline data for your building. This report will be sorted by Student Name. If you enter "E" to Exit, the program will not process any data and will stop.

This program will print all discipline records to which you have access. For example, if you are at Building A, and this student has records that have followed him from Building B, when you display this student on your screen you will see records from both buildings listed at the display screen of DISC. **IF** you have access to **ONLY** Building A, the report DISCALL will only print records that happened in the Building A. In this situation it will also generate a message "Student has discipline data in Building B" "Contact that building for their data." to alert you to the fact that you do not have all the data printing. **IF** you have access to both buildings, the Building A and the Building B, DISCALL will print **all** the information on the report.

The report program **DISCTOT** will generate infraction and action totals from the data entered in the program DISC for the building your logicals point to. The program has four prompts. The first prompt asks what field you want totals by. The second prompt is whether you want Details or Summary. The third and fourth prompts are asking for the date range (that you may leave blank by hitting return through the prompts if you are looking at all dates). If you choose the option to have Totals by Grade there is an additional option/prompt - "Enter grade level, or press return for all grades:" and this will allow you to process for a

single grade level or all grade levels. When you choose totals by Student, this report will sort by Student Name instead of Student ID.
 To generate the report DISCRPT, type DISCRPT at the MENU prompt and press the 'RETURN' or 'ENTER' key.

Example:

MENU> DISCRPT

DISCRPT

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 V1.3

Process Infractions or Actions (I/A): A

(This new prompt allows you to process Infractions or Actions.)

The next prompt will depend on whether you chose Infractions or Actions on the first prompt.

If you specified Infractions at the first prompt then it will ask you to enter the Infraction code. If you specified Actions then it will ask you to enter the Action code. You will use one of the codes you have defined on P167 (Action codes) or P163 (Infraction codes).

Enter Action code: 5
 (or Enter Infraction code:)

Enter Starting Action (Infraction) Date (MMDDYYYY): 08271999

Enter Ending Action (Infraction) Date (MMDDYYYY): 09301999

(You are now able to select a date range instead of just a specific action date. If you would like to process all dates, just press return on both prompts leaving them blank. It is important to notice here that the program prompts for ACTION dates when you request actions in the first prompt and INCIDENT dates when you request infractions in the first prompt.

Sample of DISCRPT Action Report

6-FEB-2001 12:04:25	DISCRPT	V1.3	TEST HIGH SCHOOL	PAGE	1	
Saturday School list for / / - / /						
ID	Name	GR/Sex/Eth/Hmrm/Telephone	Inc. Date	Days	Infraction	Assigned By
000000002	LITTLE, BRENDA	10 F W B104 419-321-6245	01/17/2001	1.00	Truancy	ATTENDANCE SECRETARY
000000001	SMITH, TIMOTHY	10 M W DIET - -	12/01/2000	1.00	Fighting/Violence	ASST. PRINCIPAL
000000001	SMITH, TIMOTHY	10 M W DIET - -	01/17/2001	1.00	Use/possession of tobacco	Mr. A. Bell

Sample of DISCRPT Infraction Report

```
6-FEB-2001 15:28:12  DISCRPT  V1.3  TEST HIGH SCHOOL  PAGE 1
Fighting/Violence list for  / /  -  / /
ID      Name                GR/Sex/Eth/Hmrm/Telephon  Inc. Date  Action                Days
000000001 SMITH, TIMOTHY      10 M W  DIET 419-222-5635  12/01/2000  Saturday School      1.00
                                           In school suspension  5.00
```

To generate the report DISCALL, type DISCALL at the MENU prompt and press the 'RETURN' or 'ENTER' key.

Example:

MENU> DISCALL

The DISCALL program has one prompt, the student's SIS ID.

DISCALL

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This program will produce a report of discipline data.

If you would like a report for all dates, just press return.
Enter Starting Incident Date (MMDDYYYY):

Enter Ending Incident Date (MMDDYYYY):

Would you like to select a Specific Student, All or Exit Program?

The All option will give you a report of all discipline data for your building. (S/A/E)? S

Enter Student ID: 2

Sample of DISCALL Report

```
6-FEB-2001 15:47:21  DISCALL  V1.3  TEST HIGH SCHOOL  PAGE 1
Report Date Range: All Dates

Discipline data for student 000000002 BRENDA LITTLE
Date:[01/17/2001][tardy to class - visiting with friends ]  Period:[7 ]
Download?:[D] Done
` Infraction:[01 ] Truancy
  Location:[HALL] HALL
    By:[ATSC] ATTENDANCE SECRETARY
  ` Action:[5 ] Saturday School  On:[01/17/2001]
    # of Days:[001.00]  From:[02/01/2001]  To:[02/01/2001]  Served?:[N]
    Demerits:[000.00] Modified?:[N]  Referred to Alt. Program?:[N]
  ` Note by DEBBIE  on 25-JAN-2001 11:07:52.35
punishment changed because it wasn't served on time
```

To generate the report DISCTOT, type DISCTOT at the MENU prompt and press the 'RETURN' or 'ENTER' key.

Example:

MENU> DISCTOT

DISCTOT

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V1.2

Totals by Student, Grade, Homeroom, New Homeroom,
Program or Referral By (infractions only) (S/G/H/N/P/R): G

Enter grade level, or press return for all grades: 09

Print Details or Summary only (D/S): D

Enter Incident Start Date (MMDDYYYY):

Enter Incident End Date (MMDDYYYY):

Sorting...

Creating report...

Please print DISCTOT.TXT.

The report ends with Infraction and Action Grand Totals. Sub-total choices are by Student, Grade and Homeroom for Infractions and Actions. Infraction sub-totals can be generated based on the Referral By code.

Print Details or Summary only (D/S):

The Summary option gives sub-totals by the option selected above and grand totals. The Detail option gives the same totals as the Summary option, but also includes detail discipline data on the report. The detail information is sorted by infraction/action code, incident date and student name.

Enter Incident Start Date (MMDDYYYY):

Enter Incident End Date (MMDDYYYY):

A date range can be defined. If nothing is entered, and you return through the prompts, the program will assume all dates. It is important to note here that this is using the Incident Date.

Below is an example of a portion of the report with Details and 'totals by Grade' selected.

ID	Name	GR/Sex/Eth/Hmrm	Inc. Date	Infraction	Location	Referral By
000000002	LITTLE, BRENDA	10 F W B104	01/17/2001	01 Truancy	HALL	ATSC ATTENDANCE SECR
000000001	SMITH, TIMOTHY	10 M W DIET	12/01/2000	03 Fighting/Violence	HALL	ASPR ASST. PRINCIPAL
000000003	STEVENSON, AMBER EMILY	10 F B101	09/01/2000	07 Use/possession of a weapon	LCKR	CLAY REDD CLAY
000000001	SMITH, TIMOTHY	10 M W DIET	01/17/2001	09 Use/possession of tobacco	BATH	ABEL Mr. A. Bell
000000001	SMITH, TIMOTHY	10 M W DIET	01/11/2001	10 Use/possession of alcohol	LCKR	ANDC PAYNE ANDERSON

ID	Name	GR/Sex/Eth/Hmrm	Inc. Date	Action	Days	Start	End	Ser
000000003	STEVENSON, AMBER EMILY	10 F B101	09/01/2000	1 Expulsion	1.00	02/10/2001	02/10/2001	N
000000003	STEVENSON, AMBER EMILY	10 F B101	09/01/2000	2 Out of school suspensio	1.00	/ /	/ /	N
000000003	STEVENSON, AMBER EMILY	10 F B101	09/01/2000	2 Out of school suspensio	20.00	/ /	/ /	N
000000001	SMITH, TIMOTHY	10 M W DIET	12/01/2000	3 In school suspension	5.00	02/03/2001	02/08/2001	N
000000001	SMITH, TIMOTHY	10 M W DIET	01/11/2001	4 In-school alter. discipl	1.00	01/12/2001	01/12/2001	N
000000001	SMITH, TIMOTHY	10 M W DIET	12/01/2000	5 Saturday School	1.00	01/01/2001	01/01/2001	N
000000002	LITTLE, BRENDA	10 F W B104	01/17/2001	5 Saturday School	1.00	02/01/2001	02/01/2001	N
000000001	SMITH, TIMOTHY	10 M W DIET	01/17/2001	5 Saturday School	1.00	02/03/2001	02/05/2001	N

GRADE 10 TOTALS

INFRACTIONS:

01	Truancy	1
03	Fighting/Violence	1
07	Use/possession of a weapon	1
09	Use/possession of tobacco	1
10	Use/possession of alcohol	1

ACTIONS:

1	Expulsion	1
2	Out of school suspension	2
3	In school suspension	1
4	In-school alter. discipline	1
5	Saturday School	3

GRAND TOTALS

INFRACTIONS:

01	Truancy	1
03	Fighting/Violence	1
07	Use/possession of a weapon	1
09	Use/possession of tobacco	1
10	Use/possession of alcohol	1

ACTIONS:

1	Expulsion	1
2	Out of school suspension	2
3	In school suspension	1
4	In-school alter. discipline	1
5	Saturday School	3

[End of file]

Below is an example of a portion of the report with Details and 'totals by Student' selected.

```

6-FEB-2001 15:51:47  DISCTOT V1.2  DISCIPLINE TOTALS  TEST HIGH SCHOOL  PAGE 1
Incident Date range:  / /  -  / /

ID      Name                GR/Sex/Eth/Hmrm  Inc. Date  Infraction                Location  Referral By
00000002 LITTLE, BRENDA      10 F W B104 01/17/2001 01  Truancy                HALL  ATSC ATTENDANCE SECR

ID      Name                GR/Sex/Eth/Hmrm  Inc. Date  Action                Days Start      End      Ser
00000002 LITTLE, BRENDA      10 F W B104 01/17/2001 5  Saturday School        1.00 02/01/2001 02/01/2001 N

      STUDENT TOTALS FOR LITTLE, BRENDA

INFRACTIONS:
      01  Truancy                1

ACTIONS:
      5  Saturday School        1

ID      Name                GR/Sex/Eth/Hmrm  Inc. Date  Infraction                Location  Referral By
00000001 SMITH, TIMOTHY      10 M W DIET 12/01/2000 03  Fighting/Violence      HALL  ASPR ASST. PRINCIPAL
00000001 SMITH, TIMOTHY      10 M W DIET 01/17/2001 09  Use/possession of tobacco  BATH  ABEL Mr. A. Bell
00000001 SMITH, TIMOTHY      10 M W DIET 01/11/2001 10  Use/possession of alcohol  LCKR  ANDC PAYNE ANDERSON

ID      Name                GR/Sex/Eth/Hmrm  Inc. Date  Action                Days Start      End      Ser
00000001 SMITH, TIMOTHY      10 M W DIET 12/01/2000 3  In school suspension    5.00 02/03/2001 02/08/2001 N
00000001 SMITH, TIMOTHY      10 M W DIET 01/11/2001 4  In-school alter. discipl  1.00 01/12/2001 01/12/2001 N
00000001 SMITH, TIMOTHY      10 M W DIET 12/01/2000 5  Saturday School        1.00 01/01/2001 01/01/2001 N
00000001 SMITH, TIMOTHY      10 M W DIET 01/17/2001 5  Saturday School        1.00 02/03/2001 02/05/2001 N

      STUDENT TOTALS FOR SMITH, TIMOTHY

INFRACTIONS:
      03  Fighting/Violence                1
      09  Use/possession of tobacco          1
      10  Use/possession of alcohol          1

ACTIONS:
      3  In school suspension                1
      4  In-school alter. discipline          1
      5  Saturday School                    2

```

16. DISC Letters

DISCIPLINE LETTERS

The program DISCDT for creating Discipline Letters is ready. This program creates a file of discipline data that can be ftp'd to your machine and used to create letters.

Below is a set of instructions to assist you in creating discipline letters.

Creating the DISCDT file

You will need to run the program DISCDT.

Go to your menu prompt and run the program DISCDT

(Example)

Menu>DISCDT

This program creates a file containing discipline and demographic data for each incident where the DISC 'Download' field = Y(es), and then changes the DISC 'Download' field on those incidents to D(one). The output file is called DISCDT.TXT. If an incident contains multiple actions, DISCDT creates one record per action.

DISCDT.TXT is a tab delimited variable record length file.

FTP DISCDT.TXT File to Your Local Hard Drive as ASCII Type

You will need to FTP to your directory and move the file(s) from your directory to your PC.

Double-click on your FTP program to begin the ftp session.

It will bring up a box that you will find the fields shown below.

Please enter the information below:

FTP with EMWFTP, WSFTP or E-Term FTP

Host Name/Address: lima2.noacsc.org
Host Type: VMS Multinet
User ID: (your username)
Password: (your password)

Click on "OK" at the bottom

This will connect you to the A-site and to your directory:

dkuser:[yourdistrict.yourlastname]

You should be able to see the files on the RIGHT side (remote system).

You will highlight (click on) the DISCDT.TXT file you are wanting to transfer.

Click on the ASCII (ASCII for text only files or binary for text and graphics) so there is a black dot in that option (located at the bottom of the screen).

On the left side of your window is your "local system" (your computer hard drive). You will want to be sure you have the directory set to where you want the files located (such as a folder you create - or maybe use the "My Documents" folder). If you need to change the directory because you want them on a disk instead of your hard drive of your computer you can hit the ChgDir button and type in the a:\ drive.

After you have the Local system set to the correct folder/directory you can click on the "arrow" button pointing to the left that is in between the "local system" window and the "remote system" window.

As the files are transferred, you should see messages confirming the transfers (transfer completed) in the box under the two windows that show the remote and local systems.

Your files have been transferred :).

Creating the form letters in WORD using Mail Merge

If you need to create the initial form letter, use the following instructions:

Open WORD

Click on Tools

Mail Merge

Create

Form Letters

Active Window

Get Data

Open Data Source

Check the box labeled "Select Method"

Down arrow in the box labeled Files of type:

Text Files

Open discdt.txt

In the "Confirm Data Source" box, highlight "Text Files (*.txt)" and click on OK

Click on Edit Main Document

You should now be back to your blank document with a mail merge tool bar across the top.

Begin typing letter.

At locations where you would like to use data from the discdt.txt file, place your cursor in the appropriate position and click "Insert Merge Field". This will list all fields available (listed below). Click on the field you want and a token will be placed in your letter.

Continue to type letter and place tokens until the letter is finished.

Click on Mail Merge Helper (the icon on your mail merge tool bar that looks like two documents and "+" sign).

If you would like to use just specific records from the file (for example expulsions only) or sort the data, click on Query Options.

To use only specific records, select Filter Records. In the first Field, click the down arrow and select the field you want to use. Fill in the Comparison field and the Compare to value.

For example, if your letter is specific to Expulsions, define the filter as follows.

ActionCode Equal to 1

To sort the records, select the field you want to use for sorting by clicking the down arrow.

Finally, click on OK.

To merge your letter and discipline data, click on Merge. I suggest you merge to new document (so you can look over the results before printing), merge All records and Don't print blank lines when data fields are empty (this keeps an empty line from printing for address line 2 if it is blank). Click "Merge" again. Your merged letter will be displayed on the screen. Scroll through to check it and then print.

When you click X to close out of the letters, it will ask if you want to save the file. If you've already printed the letters and/or don't have a need to save the merged letters, just say "No". If there is some reason you want to save the merged letters, say "Yes".

When you are back at the letter containing tokens, use Save As to save the document and name as you wish.

If your form letter has already been defined, use the following instructions to create letters with student discipline data:

Create the discdt.txt file as previously described.

Ftp the discdt.txt file as previously described.

Open WORD

Click on "File"

Click on "Open"

Click on (or open) the document you wish to use.

Click on "Merge to New Document" (You will find the icon on your top menu bar. It will show two small documents with a right arrow pointing to a larger single document.)

Check and print

The following fields are in the DISCDT.TXT file and available for use in your letter(s).
 Reminder - if an incident contains multiple actions, the file will contain one record per action.

DISCDT Field Names	Description of Field Names
StudentID	Student SIS ID
Bldg	Building from Discipline Record
LastName	Student Last Name
FirstName	Student First Name
ParentName	Parent Name
Addr1	Address Line 1
Addr2	Address Line 2
City	City
State	State
Zip	Zip
IncidentDate	Date incident occurred (format YYYYMMDD - example: 20000927)
IncidentDateFull	Full date incident occurred (format Month DD, YYYY - example: September 27, 2000)
IncidentDesc	Description of incident
IncidentPeriod	Period
InfractionCodes	Infraction codes separated by comma, up to seven
InfractionDescs	Description of infraction codes separated by comma, up to 7
InfractionTeacs	Names of those referring infraction, up to seven
ActionCode	Action code - You may want to use this field in the Filter if you have action specific letters.
ActionDesc	Description of action code
ActionDays	Number of days assigned for action
ActionStart	Full action starting date (format Month DD, YYYY - example: September 27, 2000)
ActionEnd	Full action ending date (format Month DD, YYYY - example: September 27, 2000)
ActionDemerits	Demerits (includes decimal point)
ActionOnDate	Full action on date (format Month DD, YYYY - example: September 27, 2000)
PolicyDescs	Description of policies separated by comma, up to four

17. Using the Editor

The EDIT program is used to create text files or documents and to change existing ones. EDIT works much like a word processor but is not nearly as extensive. It allows the user to move freely through the document, add page breaks, center script, etc. The EDIT program is used to create agendas, mail distribution lists, .FRM files for use with the listmaker programs, and can be used within MAIL to create mail messages. In addition, the EDIT program is also useful for finding information quickly in reports. For example, when PAYRPT

flags a payroll error, the user can "edit" the report using the FIND command to locate the error without printing the report. As with many system programs, the side keypad is redefined with special functions.

Editing new and existing files

To edit a file, type the EDIT command followed by the name of the file to be edited.

```
Menu> EDIT AGENDA.MAR <RETURN>
```

The system will search your directory for the filename entered. If it does not find the file, the program assumes a new file is being created and displays the message:

```
Editing new file. Could not find: AGENDA.MAR
```

If the filename entered is found in your directory, the program retrieves the file and displays it on the screen. You are now free to move around within the file to look or make changes. No permanent changes are made to the file until a save or write command is issued.

The EDIT screen

If a new file is being edited, EDIT displays a screen with [End of file] at the top. This marks the end of the file being edited. The [End of file] marker will always appear at the bottom of the file, all data will be inserted before it, and it will never appear in the printed document.

An information bar is displayed at the bottom of the screen. This gives important information about the current options used in the EDIT program. The space below this information bar is reserved for issuing commands and for the program to display messages to the user.

Exiting EDIT

To exit in Edit press the (DO) key and enter the command EXIT, which saves any changes made or either (CTRL/Z) or (F10). To exit EDIT without saving any changes use (CTRL/Q) or press (DO) key and enter the command QUIT.

Using Commands

To issue a command in EDIT, press the (DO) key, enter the command, and press either (RETURN) or (DO)

OR

press the appropriate key combination.

EDIT COMMANDS

The following are common commands that may be issued with the (DO) key or with the key sequences.

Command with (DO)	Command Description
BOTTOM	Goes to the bottom or the end of the file.
CAPITALIZE	Capitalizes a word.
COPY	Copies a body of text without removing the original. Text must be selected before the copy command is issued.
CUT	Removes a body of text from the file. Must be preceded by a select. The most recent cut text is available for pasting.
DELETE CHARACTER	Deletes the character the cursor is sitting on.
END	Moves the cursor to the end of line unless it is already there.
ENLARGE WINDOW	Enlarges the current window by the specified number of lines when using two or more windows.
ERASE CHARACTER	Deletes the current character if in insert mode or replaces the current character with a space if in overstrike mode.
ERASE LINE	Erases a line starting with the current character.
ERASE PREVIOUS WORD	Erases previous or all of current word depending on cursor position.
ERASE START OF LINE	Erases text from current position to the beginning of the current line.
ERASE WORD	Erases all of current word or all of next word depending on cursor position.
EXIT	Exits the Edit program and saves any changes made.
FILL	Reorganizes a paragraph within defined margins.
FIND	Locates specific character or text string.
FORWARD	Sets the next direction of searches etc. forward.
GET FILE	Allows you to edit another file without exiting the edit program.
GO TO	Used with the MARK command. Places cursor on invisible marker set by MARK.
HELP	Gives online help on each command or key

Command with (DO)	Command Description
INCLUDE FILE	Inserts a file in the current file being edited.
INSERT HERE	Pastes whatever has been last "cut" or "removed".
INSERT MODE	Enables user to insert data at cursor location. Reverses Overstrike mode.
INSERT PAGE	Inserts a "hard" page break for a new page.
LEARN	Defines a key to perform multiple keystrokes during the current editing session.
LINE	Moves the cursor to a specific line in the current buffer. Type the LINE command followed by the line number.
LOWER	Changes all characters in the word to lowercase.
MOVE BY PAGE	Moves in the current direction one page at a time.
MOVE BY WORD	Moves in the current direction one word at a time.
MOVE DOWN	Moves toward end of file one line at a time.
MOVE UP	Moves toward top of file one line at a time.
NEXT SCREEN	Moves toward end of file one screen at a time.
ONE	ONE WINDOW returns the screen from multiple windows to a single window.
OVERSTRIKE	Replaces the existing letter with the one typed. Reverses insert mode.
PAGINATE	Places a soft pagebreak in the document erasing any other soft pagebreaks within the previous 54 lines. See Pagination for more details.
PASTE	Pastes the range or box you last cut or copied.
QUIT	Exits the EDIT program without saving the file. NO CHANGES WILL BE MADE TO THE FILE.
PREVIOUS SCREEN	Moves toward the top of file one screen at a time.
RECALL	Recalls a previous command that can be edited or used again.
RECOVER	Recovers text buffer after a system failure.
REFRESH	Refreshes the screen.
REMOVE	Removes selected text to cut buffer.
REPEAT	Repeats a command or keystroke the number of times you specify in REPEAT command.

Command with (DO)	Command Description
REPLACE	Searches for the "old" text string and replaces it with a new text string.
RESET	Cancels a selection or other commands.
RESTORE	Undeletes what has been deleted with most ERASE commands.
REVERSE	Sets cursor movement to reverse mode.
SELECT	Selects text for editing operation such as cut or copies.
SET	Sets a variety of attributes for the editing session such as margins, screen width, tabs, etc.
SHOW	Displays information about the editing session.
SHRINK	Shrinks the height of the window.
START	Moves to the beginning of the line.
TAB	Inserts a TAB at the current editing position.
TOP	Goes to the top of the file.
UPPER	Changes all letters in the word to uppercase.

Many users find it faster to enter commands from the redefined side keypad.

EDIT KEYPAD

Gold	Move Page	Delete Word	Delete Char
Sent	Tab Pos.		WPS Cut
Move Word	Para. Fill		WPS Paste
Back	WPS Line	Upper Case	Enter
Advance		Select	

By using the **PF1** (or GOLD) key with other keys, additional commands are available. These commands are entered by first pressing the **PF1** and then the proper command key.

GOLD EDIT KEYPAD

Gold	Page	Restor	Restor
Sentnc			WPS Copy
Move Word	Para. Fill		WPS Paste
Scroll Back	WPS Line	Lower Case	Swap
Scroll/Advance		Reset	

EDIT KEY Commands

Command	KEY sequence	Command Description
ADVANCE	keypad (0)	Sets direction of next move forward. Cursor moves to next character.
BACKUP	keypad (1)	Sets direction of next move to reverse. Cursor moves to previous character.
CUT	REMOVE	Cuts or removes selected text.
CUT	Keypad (-)	Cuts or removes selected text.
BOTTOM	PF1/ B	Goes to the bottom or end of file.
BOTTOM	PF1/down arrow	Goes to the bottom or end of file.
COPY	PF1/ -	Copies a body of text without removing the original. Text must be selected before the copy command is used.
COPY	PF1/REMOVE	Copies a body of text without removing the original. Text must be selected before the copy command is used.
DELETE CHARACTER	PF4	Deletes the character the cursor is sitting on if insert mode or replaces the current character with a space if overstrike mode.
DELETE CHARACTER	DELETE	Deletes the character to the left of the cursor.
DELETE WORD	CTRL/J	Deletes the current word.
DELETE WORD	PF3	Deletes the current word.
DELETE PREVIOUS WORD	F13	Deletes the previous word.
DELETE TO START OF LINE	CTRL/U	Deletes from current position to beginning of the line.
DELETE TO START OF LINE	PF1/DELETE	Deletes from current position to beginning of line.
END OF LINE	CTRL/E	Moves to the end of line.
END OF LINE	PF1/RIGHT ARROW	Moves to the end of line.
ERASE WORD	CTRL/J	Erases the current word or the next word to the right.
ERASE WORD	F13	Erases the current word or the next word to the right.
EXIT with save	CTRL/Z	Saves changes and exits EDIT.
EXIT with save	F10	Saves changes and exits EDIT.
EXIT with save	PF1/F	Saves change and exits EDIT.

Command	KEY sequence	Command Description
FILL	PF1/5	Reorganizes a paragraph.
FIND	FIND	Locates specific character or text string.
FORWARD	F11	If currently in reverse mode.
HELP	HELP	Draws the HELP keypad and give access to online HELP.
INSERT HERE	Keypad (,)	Pastes whatever is in the "cut" buffer.
INSERT HERE	INSERT HERE	Pastes whatever is in the "cut" buffer.
INSERT MODE	CTRL/A	If currently in Overstrike mode.
INSERT MODE	F14	If currently in Overstrike mode.
INSERT PAGE	CTRL/L	Inserts a "hard" page break. See Pagination.
LEARN	CTRL/K	Defines a key to do a series of keystrokes . See Remember.
LINE	keypad (2)	Moves down one line.
LOWER	PF1/ 3	Changes all characters in a word to lowercase.
MOVE UP	UP ARROW	Move towards the top of file one line at a time.
MOVE UP	PF1/ 1	Scrolls up until the top of file or the user halts the scrolling with PF1/ ' .
MOVE DOWN	DOWN ARROW	Moves toward end of file one line at a time.
MOVE DOWN	PF1/ 0	Scrolls down until the end of buffer or user halts it with PF1/ ' .
MOVE DOWN	PF1/# DOWN ARROW	Moves down multiple lines. Enter PF1 with the number of lines to move on THE MAIN KEYBOARD, followed with DOWN ARROW.
MOVE LEFT	LEFT ARROW	Moves to the left one character.
MOVE RIGHT	RIGHT ARROW	Moves to the right one character.
MOVE BY PAGE	PF2	Moves in current direction one page at a time.
MOVE BY LINE	F12	Moves in current direction one line at a time.
MOVE BY WORD	Keypad (4)	Moves in current direction one word.
NEXT SCREEN	NEXT	Moves in current direction one screen.
OVERSTRIKE	CTRL/A	If currently in insert mode.
OVERSTRIKE	F14	If currently in insert mode.

Command	KEY sequence	Command Description
PAGINATE	PF1/ P	Inserts a "soft" pagebreak. See Pagination for more details.
PAGINATE	PF1/ N	Inserts a "hard" pagebreak. See Pagination for more details.
PAGINATE	PF1/PF2	Places a soft pagebreak in the document erasing any other soft pagebreaks within the previous 54 lines. See Pagination.
PARAGRAPH	keypad (5)	Moves the cursor a paragraph at a time in current direction.
PASTE	keypad (.)	Inserts cut text at cursor position.
PREVIOUS SCREEN	PREV	Moves back an entire screen.
QUIT	CTRL/Q	Quits EDIT without saving file. NO CHANGES WILL BE MADE TO THE FILE.
QUIT	PF1/ K	Quits EDIT without saving the file. NO CHANGES WILL BE MADE TO THE FILE.
RECALL	CTRL/B	Recalls a previous command.
REFRESH	CTRL/W	Refreshes the screen.
REMEMBER	CTRL/R	Used LEARN command, ends the key sequence selection.
REMOVE	REMOVE	Removes or cuts selected text.
REMOVE	Keypad (-)	Removes or cuts selected text.
REPEAT	DO/DO	Repeats the last command.
RESET	PF1/ .	Cancels a selection or some other commands.
RESET	PF1/SELECT	Cancels a selection or some other commands.
RESTORE	PF3	Undeleted what you last deleted.
RESTORE	PF4	Undeleted what you last deleted.
REVERSE	F11	Puts cursor in reverse mode if currently in forward mode.
RULER	PF1/ R	Draws a ruler at the bottom of the screen.
SELECT	Keypad (.)	Selects specified text for remove, copy,etc. operations.
SELECT	SELECT	Selects specified text for remove, copy, etc. operations.
SENTENCE	keypad (7)	
START OF LINE	CTRL/H	Moves to the beginning of a line.
START OF LINE	PF1/LEFT ARROW	Moves to the beginning of a line.

SWAP	PF1/ENTER	Swaps the current letter with the letter following it. For transpositions.
TAB	TAB	Moves to the next TAB stop.
TAB	keypad (8)	Moves to the next TAB stop.
TOP	PF1/UP ARROW	Goes to top of page.
TOP	PF1/ T	Goes to top of page.
UPPER	keypad (3)	Changes all letters in a word from lower case to uppercase.

Abbreviating Commands

You may abbreviate commands as long as the abbreviation is unique to only one command. If more than one-command matches the abbreviation entered, the editor displays a list of matching commands to select from. For example: E W could refer to either ERASE WORD or ENLARGE WINDOW.

Canceling a Command

To cancel a command after hitting the DO key, press RETURN without entering anything on the command line. If you recall a command and DO NOT want to execute it, erase the command line or press a key sequence defined as "reset".

Center a Line

Centers a line of text between current margins by inserting spaces at the start of the line. Put the cursor anywhere on the line to be centered. Give the CENTER LINE command or PF1/ C. The CENTER command deletes TABS and spaces at the beginning and end of the line, but does not delete TABS and spaces within the text to be centered.

Cut and Paste

Cut and paste operations allow the user to isolate a section of text for deletion (cutting) and insertion (pasting). Before a cut command can be given, the user must "select" the body of text to be deleted or held for insertion. This is done with the SELECT command, the key SELECT, or the keypad (.). Once the text has been selected, it may be deleted with the CUT command. This places the text in a cut buffer where it may be pasted elsewhere.

Note: Only the most recently deleted text remains in the cut buffer for pasting.

- To SELECT text:
 - Press DO and enter SELECT (RETURN) or press (SELECT).
 - Move the cursor to highlight the characters or lines to be CUT or deleted.

- CUT
 - When your selection is made, give the remove command:
 - Press DO and enter CUT (RETURN) or use one of the remove keys REMOVE, or keypad (-).

- PASTE

Once the range has been "cut", move the cursor to the place the text is to be inserted. Use the INSERT, keypad (,), or press DO and enter PASTE (RETURN) to "undelete" the cut text. You may paste whatever is in the cut buffer repeatedly. Only the most recently cut text is available for pasting.

- BOX CUT and PASTE

BOX CUT removes a box of text. BOX PASTE inserts a box of data, which has been BOX CUT.

 - Select or find the text to cut
 - Use the BOX CUT command
 - Put the cursor at the upper left-hand corner of where you want to paste the text.
 - Use BOX PASTE command to paste it elsewhere

BOX CUT uses the start and end of the range as diagonally opposite corners of a box. BOX PASTE pastes what you last cut or copied, usually overwriting existing text.

If using BOX SELECT, use CUT and PASTE instead of BOX CUT and BOX PASTE. To use BOX SELECT:

- Put the cursor on the upper left hand corner of the text to be selected,
- Press DO, enter BOX SELECT (RETURN)
- Move the cursor to the lower right hand corner of the box to be selected. The entire box to be cut should be highlighted.
- Use one of the CUT or REMOVE commands.

The BOX SELECT command may also precede commands other than REMOVE and CUT. For example, COPY, FILL and UPPERCASE may be applied to selected boxes. For more information on BOX operations, use online HELP in the EDIT program.

Deleting text

There are many ways to delete text in EDIT. Text may be deleted a character at a time, a word at a time, a line at a time, a box at a time, or may be selected for group deletion. Text deleted with the remove command may be retrieved with the insert command providing no other text has been deleted since. Text deleted with the **DELETE** or with the **PF4** cannot be retrieved. However, text removed with the **PF3** may be undeleted with the **PF1 PF3** key sequence. Text removed with **REMOVE** is restored with **INSERT**, NOT with the **PF1 PF3** key sequence.

Getting files

1. Put the cursor where you want to include the text.
2. Press DO and enter INCLUDE (RETURN) or PF1/ G .
3. Type the name of the file to be included (RETURN).

```
Command: INCLUDE <RETURN>
File to include: Minutes.may <RETURN>
```

Help

There are many more options available in EDIT making it worthy of a manual all its own. For more information, consult online help.

- Press **DO** and enter **HELP (RETURN)**. This will list all topics available in **HELP** and prompt for the item you would like help on. To see the full listing, press **NEXT** until the end of the help file.
- Press **DO** and enter **HELP SELECT (RETURN)** to obtain help on the select command. When a specific topic is listed with the help command, information on that topic is immediately displayed without scrolling through the help topic listing.
- Press **HELP** will instruct the **EDIT** program to draw a diagram of the **EDIT** keypad. You may get help on any key or key sequence through online help.

Insert/Overstrike Mode

There are two possible data entry modes: overstrike and insert. The overstrike mode types over existing characters on the line. Insert mode places typed characters in front of the cursor moving existing data on the line to the right. The default in **EDIT** is insert mode. The information line at the bottom of the screen will display your current mode of entry. To change from one mode to the other, press **CTRL/A** or press **DO** and enter the **OVERSTRIKE** or **INSERT MODE** command. The new mode stays in effect for the rest of the session or until you change it again.

Pagination

There are two types of new page commands.

- The "soft" page break (displayed as a little FF NL sign) inserts a page break for a 54-line page. It will then check the previous 54 lines and will erase any other soft page breaks it finds within that area. It will NOT delete hard page breaks. To insert a soft page break, use the **PF1/ PF2** or **PF1/P**.
- The "hard" page break instructs the printer to start a new page. The user must delete each hard page break to erase it. To insert a hard page break, use the **CTRL/L** or **PF1/ N**.

Reorganizing paragraphs

To reorganize a paragraph after cutting or deleting or inserting information, use the **FILL** command or **PF1/ 5**.

Repeating a Command

To repeat the last command, press **DO/DO**.

Replace

The replace command allows the user to change a character or text string to another. For instance, to replace all references to the date MAY 13, 1992 with JUNE 20, 1992:

DO

```
Command: REPLACE <RETURN>
Old string: MAY 13 <RETURN>
New string: JUNE 20 <RETURN>
```

When the text string is found, the program asks if the old string should be replaced. It will give the option of replacing that one string, skipping that string, replacing ALL occurrences of the old string, or to cease the replacement process.

Showing and printing setting information

SHOW shows information about the current buffer or other buffers you've created. The output from **SHOW** remains in the show buffer until you do another **SHOW** command or until you exit the program. Program margins and tab stops are not saved with the file. Therefore, it is often beneficial to print out the information for reference. The following command sequence writes the information to a file named showinfo.txt for printing:

```
Command: SHOW DEFAULTS BUFFER <RETURN>
Command: BUFFER SHOW <RETURN>
```

Command: `WRITE FILE SHOWINFO.TXT <RETURN>`

This file may then be printed.

Searching for text

To find a specific character or string of characters:

DO

Command: `FIND <RETURN>`

Enter the character or text string to be found:

Forward Find: `United Te <RETURN>`

TABS and spaces are considered valid search characters.

To search for "hard" page breaks (i.e. permanent form feeds)

DO

Command: `FIND <RETURN>`

Forward Find: `PF1 N <RETURN>`

OR

FIND

Forward Find: `PF1 N <RETURN>`

Setting Margins

- **SET LEFT MARGIN** sets the left margin of the buffer to the column you specify. The setting applies to new text or to text you reformat with **CENTERLINE** or **FILL**. The following commands set the left margin to column 5 and then reformat the current paragraph according to the new margin:

Command: `SET LEFT MARGIN 5 <RETURN>`

Command: `FILL <RETURN>`

The default left margin is 1. The left margin must be less than the right margin. To find the margin settings, use **SHOW** or use the PF1/ R (ruler). If you use the **SET PARAGRAPH INDENT** command the sum of the left margin and the paragraph indent must be less than the right margin and (in the case of a negative indent) be at least 1. For example, if the paragraph indent is -4, the left margin must be set to at least 5.

- **SET RIGHT MARGIN** sets the right margin of the buffer to the column you specify. The setting applies to new text or to text you reformat with **CENTERLINE** or **FILL**.

The default right margin is 79 ... one column less than the screen width.
The right margin setting must be greater than the left.

Command: `SET RIGHT MARGIN 65 <RETURN>`

Setting Paragraph Indentations

The `SET PARAGRAPH INDENT` command sets the number of spaces to be added or subtracted at the start of new paragraphs...relative to the left margin of the buffer. The setting applies to new paragraphs or to paragraphs reformatted with the **FILL** command.

1. Command: `SET PARA IND 4 <RETURN>`

This example indents the first line of new paragraph 4 spaces. Thus if the left margin is 1, the first line of a paragraph starts in column 5 with a shape like this:

```
#####  
#####  
#####
```

2. Command: `SET PARA IND 0 <RETURN>`

Set Paragraph Indent 0 is the default setting in **EDIT**. New paragraphs start at the left margin with no indentation.

```
#####  
#####  
#####
```

3. Command: `SET PARA IND -3 <RETURN>`

This example subtracts 3 spaces at the start of a new paragraph... sometimes called an outdent or hanging paragraph... with the first line left of the left margin. Thus, if the left margin is 8, the first line of a paragraph starts in column 5. This is useful to format lists with a number or "bullet" to the left of the text, or to format headings offset to the left of the text. The resulting shape of the paragraph is:

```
#####  
  ####  
  ####
```

The sum of the paragraph indent and the left margin must be less than the right margin and at least 1. So, if the paragraph indent is -3, the left margin must be at least 5.

Paragraphs are bounded by any of the following:

- blank line
- top or bottom of the buffer

- page break

Setting Tabs

The default TAB settings are at every 8 characters and invisible. TAB settings are not stored in the output file.

- SET TABS AT command allows the user to set tabs at specific columns.

Command: `SET TABS AT 6 14 31 <RETURN>`

- SET TABS EVERY command sets the tabs at equal column intervals. **Every** is the default command.

Command: `SET TABS EVERY 8 <RETURN>`

- SET TABS INSERT inserts a tab character.
- SET TABS MOVEMENT moves the cursor to the next tab stop without inserting anything.
- SET TABS SPACES instructs EDIT to insert spaces instead of TAB characters. This command does not convert existing TAB characters to spaces. See the **REPLACE** command.
- SET TABS VISIBLE makes TAB characters appear as small HTs making for the convenience of the editor. These HTs do not appear in the printed document. Default setting is SET TABS INVISIBLE.

Setting Terminal Width

The SET WIDTH command set the screen width to the number of columns you specify. It allows viewing multicolumn tables or 132 column reports without having to shift the window horizontally. The default width setting is 80. To set the terminal to view a 132 column report:

Command: `SET TERMINAL WIDTH 132 <RETURN>`

When the screen is set to 132 columns, the size of the characters displayed is made correspondingly smaller to fit all the data on the screen.

Viewing Reports

The **SHIFT RIGHT** and **SHIFT LEFT** commands do not widen terminal width but moves the information to the left or right on the screen. This enables the user to view documents wider than 80 columns without reducing character size.

Command: **SHIFT RIGHT 30 <RETURN>**

This example shifts the current window 30 columns to the right so that column 31 is in the leftmost column of the window.

Command: **SHIFT LEFT 30 <RETURN>**

This example shifts the current window 30 columns to the left so that column 1 is in the leftmost column of the window. You may not use **SHIFT LEFT** unless **SHIFT RIGHT** was previously used. You may not **SHIFT LEFT** beyond column 1.

With each shift command, EDIT tells you the total number of columns that the window is shifted. To find out the current shift, use the SHOW command.