

Beginning a New School Year in Discipline Tracker

At the end of the school year, or before the beginning of the next one, you will want to graduate students and archive records for the current year before the beginning of the next school year.

Here are the steps:

1. Go into the Discipline File screen and click the Add or Edit Student button.

The screenshot shows the Discipline Tracker software interface. At the top, there is a menu bar with options: Delete Infractions, Email/Export, Default Lists, Student Lists, Filed Referrals, Miscellaneous Reports, Travel Passes, Bullying, PBS Reports, Police. A search bar on the right says "Type a question for help". Below the menu is a toolbar with various icons. The main area contains a grid of buttons for navigation, with "Add or Edit Students" highlighted in yellow. Below the buttons is a table titled "Infractions for Barries, Arlo 2013-2014".

Student	Date	Infraction	Action	Teacher	OSS	ISS	DMT
Barries, Arlo	09/16/13	Disrespect to teacher	Suspension	Dryer, W.	5	0	0
	09/23/13	Failure to dress for PE	After school detention	Millington	0	0	0

Below the table is a summary bar with the following data:

HR	Williams	TOTAL INF	2	BULLY	0	OSS YTD	1	OSS DAYS	5	ISS YTD	0	ISS DAYS	0	Demt	0
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On the following screen, you will do two things. You will advance students in the program to the next grade. Once this is done, you will click the Delete or Archive Graduates button.

Next, you will choose which action you would like to take. Bear in mind that if you delete graduates, their discipline records will no longer be available for you to view or retrieve. It's always better to archive the records.

The next screen is a selection screen, and in the left box, you will see grade levels. At least one will be above your building level. Select the levels above your building level, moving them to the right-hand box.

Deactivate Selected Grades

Grade Levels In Program	Selected Grade Levels
9 10 11 12 13	13

Click a Grade to Select It

Click a Grade to Remove it

Students in grades that appear in the Selected Grade Levels box will be deactivated or reactivated according to your button choice..

Click the button to Deactivate Selected Grades. This completes the record archive.

To set the new school year, go to the opening screen. (Shows your school name) and click the Customize Program menu. Then choose Current School Year

Enter Current School Year

Current School Year

2016-2017

2012-2013
 2013-2014
 2014-2015
2015-2016

Click a year from the bottom box to select it.

The year that shows by default will be the year that you are finishing. Replace the text in the upper box with the new school year, keeping the format consistent with past years.