

## Online Tutorial: Discipline Log Report

Follow these steps to pull up the Discipline Log report for a specific date range and/or a specific selection of students.

**Step 1:** Identify your *Current Selection* of student(s) to use for your report (For more specific group selections, see PowerSchool tutorial “Export SpEd Students”).

School: District Office



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- Animo Leadership CHS
- Animo Inglewood CHS
- Oscar De la Hoya Animo CHS

**Step 1a:** Select a specific school or the District Office by clicking on the *School* link on the top of the PowerSchool homepage.

**Step 1b:** Select a specific year by clicking on the *Term* link on the top of the PowerSchool homepage.

Term: 09-10 Year



Term

Current 09-10 Year

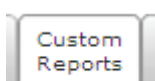
Change to 00-01 2000-2001

Verify # of school days in this term.

**Step 2:** In PowerSchool, choose your *Current Selection* of students to run the report then select *Reports* in the left hand navigation bar under the *Functions* header.

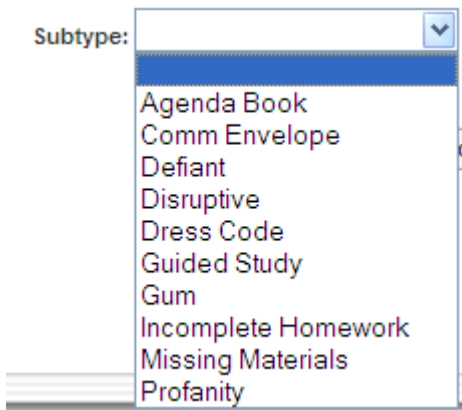
Functions

- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules



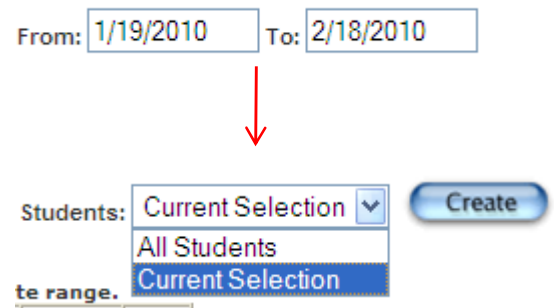
**Step 3:** In the *Reports* screen, select the *Custom Reports* tab.

**Step 4:** In the *Custom Reports* tab, select *Discipline Log Report* under the *Logs* header.



**Step 5:** In the next page, select a disciplinary category from the *Subtype* drop-down, or leave as blank to select all.

**Step 6:** Change the *From:* and *To:* dates to meet your criteria. Then select either *All Students* or *Current Selection* from the *Students:* drop-down. Click *Create* when you are done.



**Step 7:** Results will populate in the table below.

#	Student	Grade	Entry Date	Entry Time	Author	Subtype	Entry
1	[REDACTED]	9	1/20/2010	2:00 AM	[REDACTED]		Nikitia was continuool took him to Ms. Rod
2	[REDACTED]	11	1/20/2010	8:54 AM	[REDACTED]		Student has been pl and admin.