

# Minnesota Department of Education: Disciplinary Incident Reporting System Batch User Access and File Upload Directions

**Department:** MNIT @ Education  
**Version:** 2.0  
**Effective Date:** January 22, 2018

## Purpose Statement

This document describes:

- How to request a Minnesota Department of Education (MDE) Disciplinary Incident Reporting System (DIRS) batch upload access role
- How to upload a batch file of disciplinary incidents

## Applicability

This document is applicable to any MDE user account holder who needs permission to upload a batch file of disciplinary incident data to the MDE DIRS. It is assumed the end user holds a valid MDE user account and a DIRS non-batch access role such as: Data Entry, Principal, or Superintendent.

If you do not have an MDE user account, open the [Data Submissions webpage](#) and follow the instructions provided.

If you currently do not have access to the DIRS system, open the [Discipline Incident Reporting webpage](#), click the **Enter the Disciplinary Incident Reporting System (DIRS)** link then follow the instructions provided.

## Repository of Procedure

This document can be found on the MDE > Districts, Schools and Educators > Data Submission > Disciplinary Incident Reporting System web page ([Discipline Incident Reporting](#)) under Batch Submissions.

# Procedure Steps

1. Click on the **View Account** link on the [Data Submissions webpage](#)

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Home About Students and Families Licensing Districts, Schools and Educators Data Center

MDE > Districts, Schools and Educators > Data Submissions

### Data Submissions

The Minnesota Department of Education collects data on a variety of topics. Select the data reporting topic you are interested in to open that page. You will find an overview of the data collection process for that topic, along with user guides or help documents, if applicable.

A link to the data collection system is also provided on the description page. Most systems require a login and password. Contact information for each system can be found on the lower left side of each page.

[District Reporting Calendar - 10/24/17](#)  
List of reporting and data entry periods of importance to districts and schools, including a brief description of each

[Secured Website Systems User Access Agreements and Acknowledgements - 1/3/15](#)

#### Create a New MDE Account

If you don't already have an MDE user account start here to create a new account.

[Create Account](#)

[View step-by-step instructions on how to create a new MDE account.](#)

#### Access an Application

The Identified Official with authority at the local education agency must submit user access pre-authorization for each staff member that needs access to an MDE secure application.

[View external user access requirements.](#)

All authorized users of the MDE secured web site systems must review and abide by the following User Access Agreements and Acknowledgements.

[View MDE Secured Web Site Systems User Access Agreements and Acknowledgements.](#)

If you have an MDE user account, select from the list of applications on the left-hand side of this page. On the following page, select the entry link to access that application.

[View step-by-step instructions on how to request access to an application](#)

#### View or Update Your Account

If you have an MDE user account, start here to view your account details and to make updates to your account.

[View Account](#)

[View step-by-step instructions on how to view or update your MDE account](#)

#### Reset the Forgotten Password for Your Account

[Reset your Forgotten Password](#)

[View step-by-step instructions on how to reset the forgotten password for your account](#)

**Click "View Account" link.**

2. Enter your User ID and Password and click the **Login** button

https://w1.educat... State ... MDE User Account Login Page

File Edit View Favorites Tools Help

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Skip navigation

### User Account System

Please Login With Your MDE User Account

User ID: dbertsch

Password: .....

Login

Log in.

Don't Have an Account? [Create Account](#)

Can't Access Your Account? [Get Login Help](#)

The system you are attempting to use is for authorized users only. This system is monitored for unauthorized access and use. Use of this system is expressed consent to such monitoring and recording. Any illegal or unauthorized use could be subject to federal, civil, criminal sanctions/penalties, disciplinary action, and/or other appropriate action.

3. Click on **Modify My Access** to change your DIRS access role

https://w1.educat... Identi... User Account

File Edit View Favorites Tools Help

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Skip navigation

Signed in as: dbertsch Log Out

MDE > Data Submissions > [User Account System](#)

### User Account System

#### MDE User Account

You are currently signed in as:

User ID: dbertsch  
Name: Diane Bertsch  
Email: diane.bertsch@state.mn.us  
Phone: 651-582-8225

[Update Personal Information](#)  
[Change Your Password](#)  
[Change Your Security Question and Answer](#)

Authorized Applications:

Web Pages	User Actions
<a href="#">Athletics</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Disciplinary Incident</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Early Childhood Special Education Outcomes</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Early Learning Services</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Help Me Grow</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Interpreters DBAdmin</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">MDE Secured Reports</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Minnesota Continuous Improvement Monitoring Process</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Reading Well By Third Grade</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">Student ID System</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>
<a href="#">BOC</a>	<a href="#">View Access Details</a> <a href="#">Modify My Access</a> <a href="#">Remove My Access</a>

4. Select your batch upload role
  - a. Review the batch upload roles and descriptions. Click on the link that best describes your role: BatchDataEntry, BatchSuperintendent or BatchPrincipal

- b. Select your district
- c. Select your school(s)
- d. Wait for approval or denial email

**Choose Role**

You are requesting authorization as:

User ID: dbertsch  
Full Name: Diane Bertsch  
For Application: Disciplinary Incident

Select one of the "Batch" Role Names.

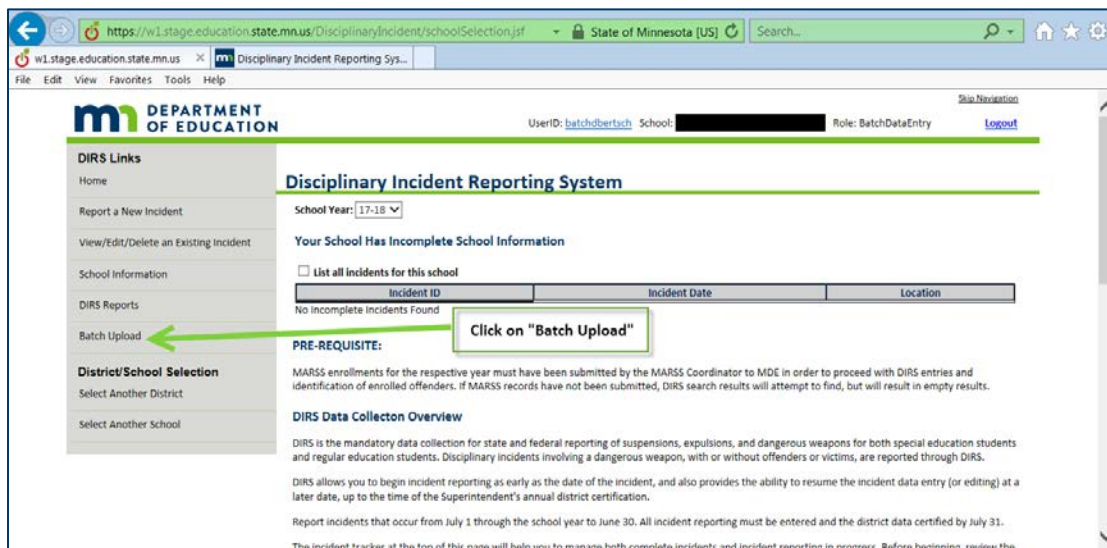
Role Name	Description
<a href="#">DataEntry</a>	This role has access to specific district(s) and school(s) as approved by the superintendent of that district.
<a href="#">BatchDataEntry</a>	Allows incident creation, view and deletion within DIRS for the authorized schools. In addition, this role can submit batch uploads for the authorized site.
<a href="#">BatchSuperintendent</a>	Allows incident creation, view, deletion, and certification tasks within DIRS for the authorized districts. In addition, this role can submit and/or certify batch uploads for the authorized district.
<a href="#">Principal</a>	This role has access to specific district(s) and school(s) as approved by the superintendent of that district and has the ability to close the assigned schools at the end of the year.
<a href="#">BatchPrincipal</a>	This role has access to specific district(s) and school(s) as approved by the superintendent of that district and has the ability to close the assigned schools at the end of the year. In addition, this role can submit batch uploads for the authorized site.
<a href="#">Superintendent</a>	This role has access to all the schools within the approved district(s) and can close schools and certify the district at the end of the reporting year.

[Cancel My Request](#)

Upon receipt of an email approving your batch user role,

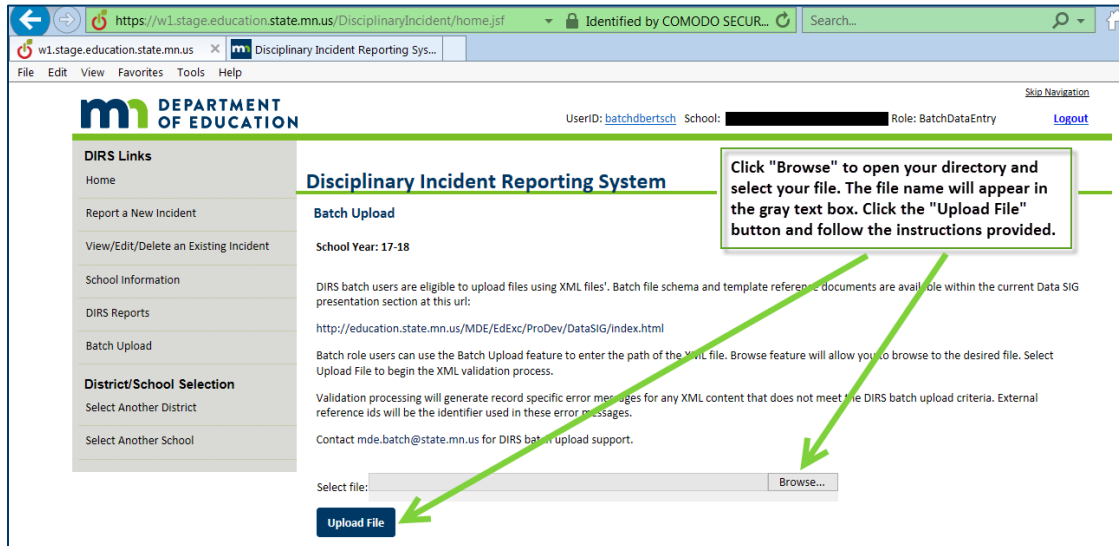
5. Prepare to upload a batch file – Log into the DIRS system
  - a. Open up the MDE [Discipline Incident Reporting webpage](#)
  - b. Click on **Enter the Disciplinary Incident Reporting System (DIRS)** link.
  - c. Enter your User ID and password and click on the **Login** button.
  - d. On the District Selection webpage, choose your district and click on the **Select District** button.
  - e. On the School Selection webpage, choose your school(s) and click on the **Select School** button.
  - f. You will be taken to the DIRS Home webpage.

6. Open the Batch Upload web page
  - a. Click on the **Batch Upload** link in the DIRS Links menu. This link only appears when the end user has a BatchDataEntry, BatchSuperintendent or BatchPrincipal access role.
  - b. This will take you to the DIRS batch upload webpage.



## 7. Upload a DIRS batch file

- Click on the **Browse** button to select your disciplinary incident file from your directory for uploading. The file name should appear in the grey text box.
- Click on the **Upload File** button
- Follow the instructions provided on the screen.



## Related Information

- MNIT @ Education does not have a process to remove a batch file of uploaded DIRS records. A DIRS record can only be deleted by using the online DIRS application.
- A batch DIRS file can be uploaded more than one time. The first time a batch upload file is submitted for a school year, all the records are inserted into the database. For each additional upload, records currently in the database with the same external IncidentId will be updated and any new records will be inserted.
- The batch upload process stores as much discipline data for a record as possible. Invalid data is not stored. Messages are provided to the end user when the batch upload process identifies invalid data or other issues.
- A batch upload file must be formatted using the XML file format. Other file types such as an Excel spreadsheet or a comma delimited file are not accepted. Please contact your software vendor if you have questions about the file format used to produce your upload file.

## Batch Upload Contacts

Technical Architect & Developer: Jeff Halseth: [jeff.halseth@state.mn.us](mailto:jeff.halseth@state.mn.us), 651-582-8639

Project Manager: Diane Bertsch: [diane.bertsch@state.mn.us](mailto:diane.bertsch@state.mn.us), 651-582-8225

## History

Version	Description	Date
1.0	Initial document	2017-06-08
2.0	Updated several screens due to Department of Education rebranding. Added bullet point in Related Information section advising only XML formatted files are accepted.	2018-01-22