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.
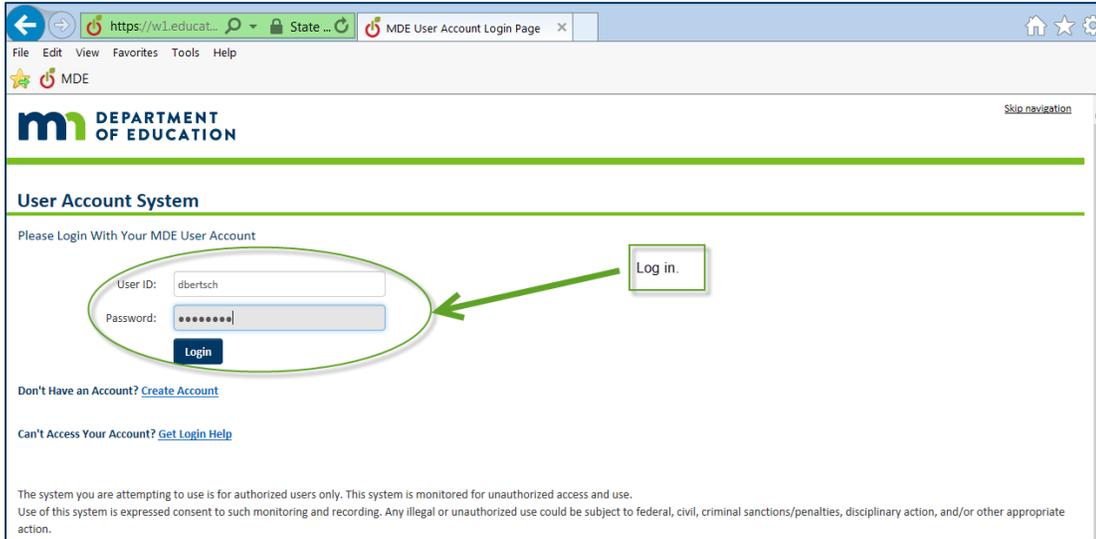
Repository of Procedure

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

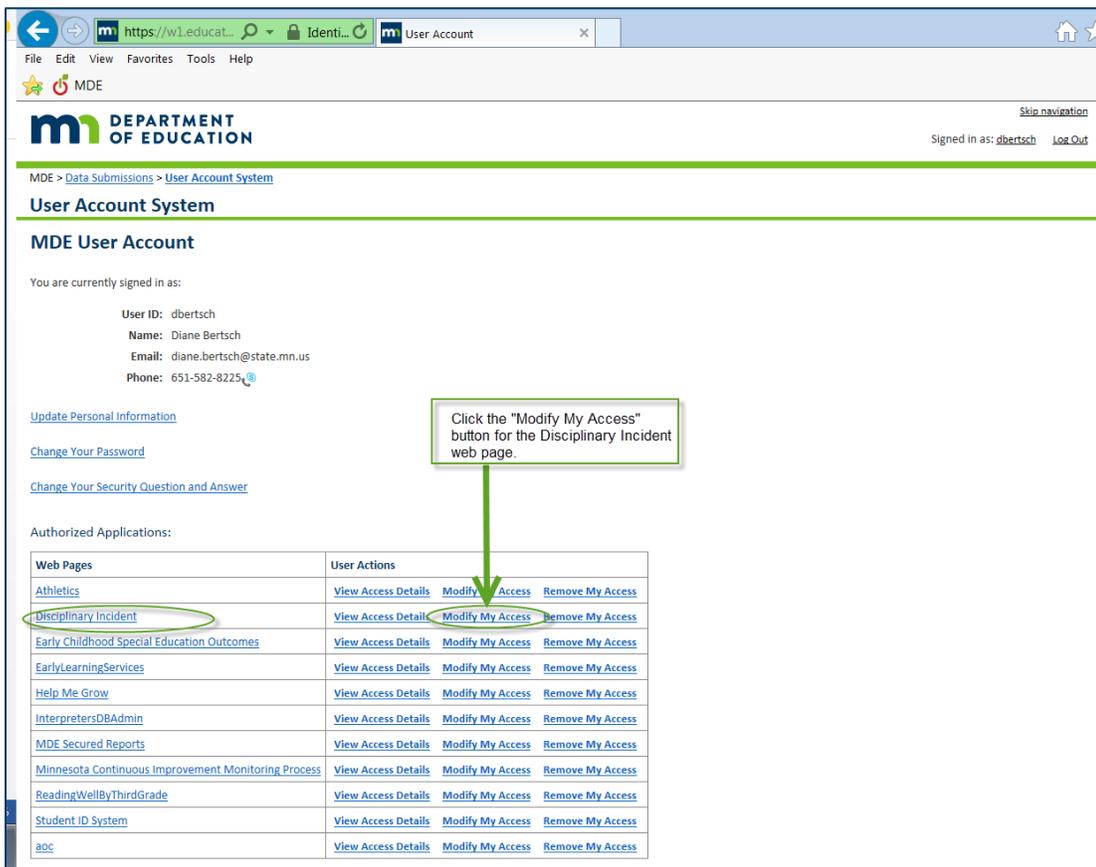1. Click on the **View Account** link on the [Data Submissions webpage](#)

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

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

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
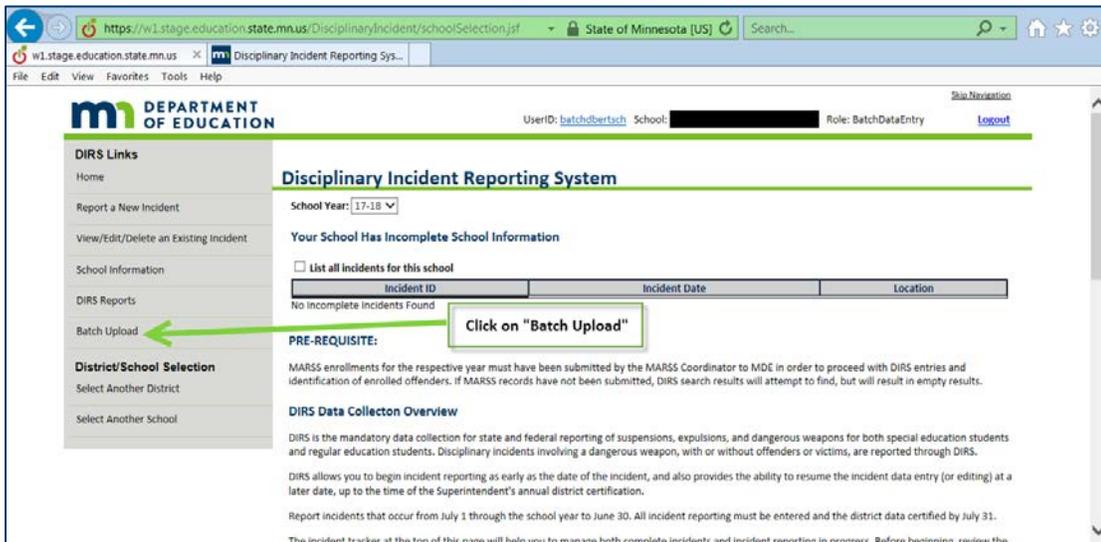
b. Select your district

c. Select your school(s)

d. Wait for approval or denial email
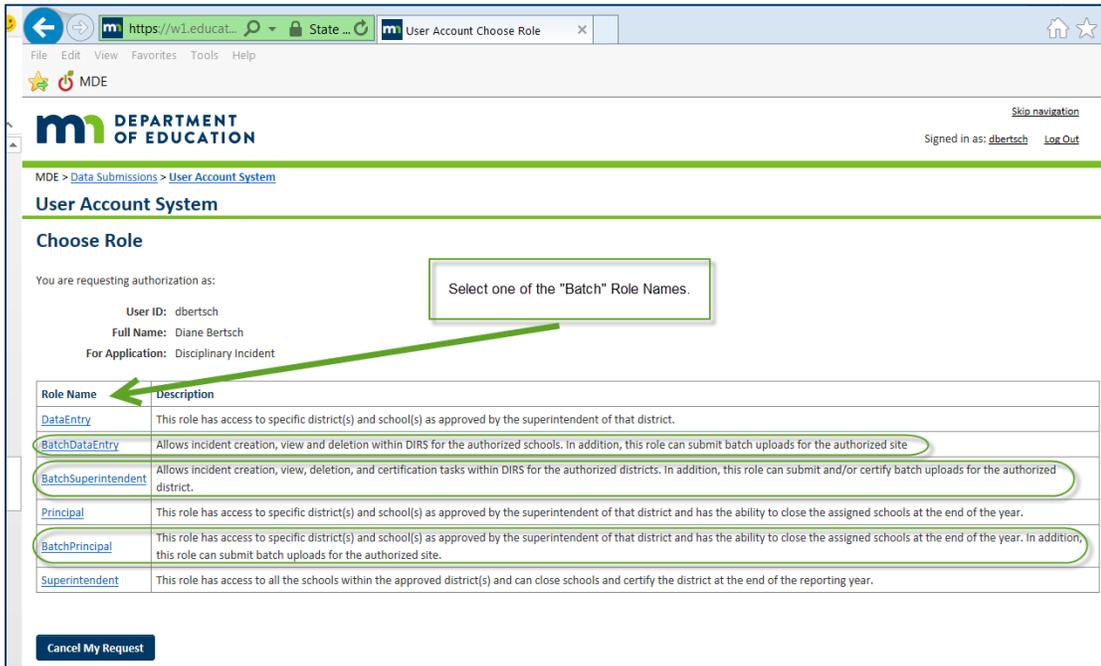
Upon receipt of an email approving your batch user role,

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
   a. 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.
   b. Click on the **Upload File** button
   c. Follow the instructions provided on the screen.
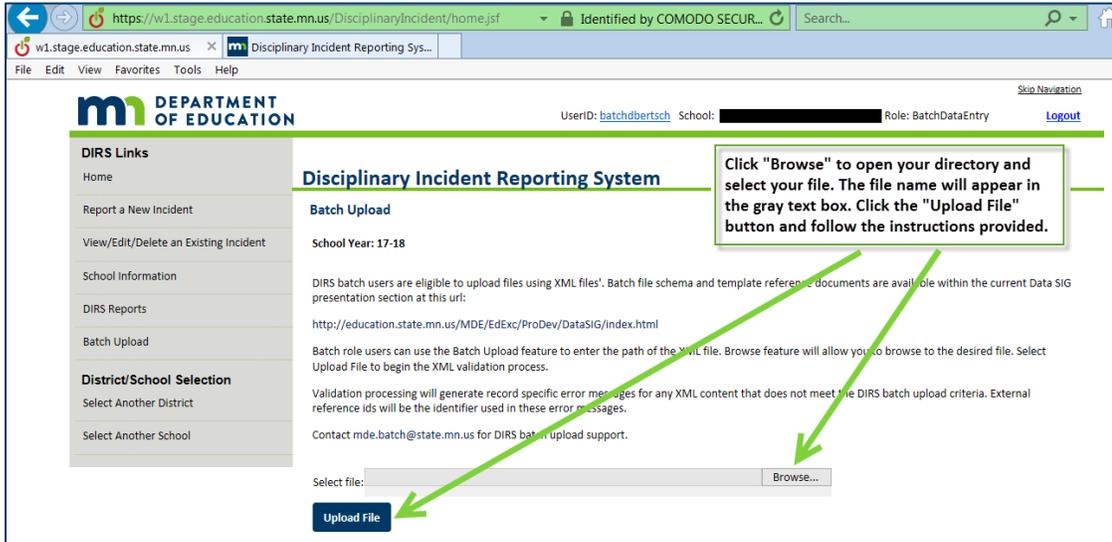
Related Information

- 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

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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