

Disciplinary System Incident Reporting (DIRS) User Guide

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1 Overview

The Minnesota Department of Education (MDE) provides this guide to support local educational agencies (LEAs), including public school districts and charter schools, in submitting discipline data to the Disciplinary Incident Reporting System (DIRS). Each LEA applies its own discipline policies and must report incident types, consistent with federal and state law. As an applicant for federal funds, LEAs agree to keep such records and provide such information to MDE as reasonably as may be required for fiscal audit and program evaluation, consistent with the responsibilities of MDE under federal and state law.

This guide does not provide guidance regarding the legal requirements and implementation of discipline practices. State and federal regulations outline processes and procedures that LEAs must adhere to beyond the scope of required data submission. In addition, LEAs are responsible for all internal tracking of removals from their regular educational setting that may be required to comply with state and federal laws, particularly for students with disabilities (as defined by the Individuals with Disabilities Education Act (IDEA)). Visit MDE's [Student Discipline](#) website or contact MDE's Compliance and Assistance Division at mde.compliance-assistance@state.mn.us for more information about discipline law and procedures.

1.1 DIRS Reporting for Dismissal and Other Disciplinary Reports Required by MDE

Report the following incidents in DIRS:

1. There is a school disciplinary action involving an student, including:
 - a. In-school Suspension;
 - b. Out-of-school Suspension;
 - c. Expulsion (report within 30 days of effective date);
 - d. Exclusion (report within 30 days of effective date);
 - e. Administrative Transfer;
 - f. Offender Requested to Transfer within the School District;
 - g. Offender Requested to Transfer to Another District;
 - h. Offender Withdrew from School;
 - i. Unilateral Removal to An Alternative Educational Setting; or
 - j. Removal by Hearing Officer on Determination of Likely Injury.
2. A student is referred to law enforcement as a result of a school-related incident, regardless of the disciplinary outcome.
3. A student is arrested as a result of a school-related incident, regardless of the disciplinary outcome.
4. Possession or use of a dangerous weapon in a school zone, regardless of the disciplinary outcome.
5. Physical assault of a district employee, including all teachers and staff, by a student (report within 30 days of assault), regardless of disciplinary outcome.

1.2 Reporting Period and Deadlines

The DIRS reporting period runs from July 1 to June 30. During this time schools and districts can submit data manually online or through the batch upload process.

Schools and districts must meet the following deadlines:

- Principals must complete the reports outlined in this guide by June 30 the last day of the reporting period.

NOTE – school and district information in DIRS automatically rolls over on July 1 each year to align with organization updates or changes for the new year. If data entry is not completed by June 30, it is possible that incidents not already submitted may not be able to be reported.

- Superintendents/directors must certify district data by July 31, one month after the end of the reporting period.

2 Disciplinary Actions – Definitions and Guidance

This section outlines additional steps that may be required when reporting certain disciplinary actions in DIRS, as well as providing legal references.

If an enrolled student is involved in an incident reported in DIRS, disciplinary actions associated with the incident should also be reported. Any disciplinary actions taken later in the school year against the student for the same incident should be added using the same incident ID. For example, a student may be suspended and subsequently expelled for the same incident, or suspended and then transferred based on the incident.

2.1 In-School Suspension

Consistent with the federal requirements in the Every Student Succeeds Act (ESSA), LEAs are required to report in-school suspensions of at least half a day for all students, including general education and special education students. LEAs must report in-school suspensions in accordance with the definition in the most current [Civil Rights Data Collection \(CRDC\) Data Dictionary](#):

Is an instance in which a child is temporarily removed from his or her regular classroom(s) for at least half a day for disciplinary purposes, but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

2.2 Out-of-School Suspensions

For general education students, report any out-of-school suspension of one school day or more. For special education students, report all out-of-school suspensions of one half day or more.

The Pupil Fair Dismissal Act (PFDA) sets procedures that districts must follow when suspending, expelling or excluding a student from school. The PFDA definition of out-of-school suspension is in [Minnesota Statutes, section 121A.41, subd. 10](#).

2.3 Expulsion

[Minnesota Statutes, section 121A.53](#) requires districts/charter schools to report expulsions in DIRS within 30 calendar days of the school board's resolution to expel the student. [Minnesota Statutes, section 121A.41, subd. 5](#) defines expulsion as:

“expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

2.4 Exclusion

Exclusion is defined in [Minnesota Statutes, section 121A.41, subd. 4](#) as:

“Exclusion” means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Districts and charter schools must report exclusions in DIRS within 30 calendar days of the school board’s resolution to exclude the student. Similar to expulsion, exclusion is a formal process that, like expulsion, requires due process procedures and school board action, and this disciplinary action should not be used to report classroom removals or suspensions. You must report the start and end date of the exclusion as stated in the school board’s resolution.

2.5 Administrative Transfer

Applicable when a district chooses to transfer an enrolled student to another school within the district in lieu of or in conjunction with another type of disciplinary action. If this disciplinary action is taken in addition to another disciplinary action, both must be reported for the same incident.

2.6 Offender Requested to Transfer within the School District

Applicable when an enrolled student requests a transfer to another school within the school district in lieu of or in conjunction with another type of disciplinary action. If an enrolled student requests a transfer in addition to another disciplinary action, both must be reported for the same incident.

2.7 Offender Requested to Transfer to another District

Applicable when an enrolled student requests a transfer to another district or charter school in lieu of or in conjunction with another type of disciplinary action. If an enrolled student requests a transfer in addition to another disciplinary action, both must be reported for the same incident.

2.8 Offender Withdrew from School

Applicable when an enrolled student withdraws from school in lieu of or in conjunction with another type of disciplinary action. If an enrolled student withdraws from school in addition to another disciplinary action, both must be reported for the same incident.

2.9 Unilateral Removal to an Alternative Educational Setting (up to 45 School Days)

This option can be reported only for students with disabilities and receiving special education services (as defined by the Individuals with Disabilities Education Act (IDEA)) and only under three circumstances. A unilateral removal cannot exceed 45 school days and cannot be of a longer duration than the district/charter school would discipline a student without a disability for similar conduct.

Federal regulations at [34 C.F.R. § 300.530\(g\)\(1\)-\(3\)](#) provide:

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student —

- Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an SEA or an LEA;
 - Weapon refers to a dangerous weapon as defined by 18 U.S.C. 930(g)(2):

The term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA; or
 - Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, [21 U.S.C. § 812 \(c\)](#).

Illegal drug means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an SEA or an LEA. [34 C.F.R. 300.530\(i\)\(1\)-\(4\)](#).
 - Serious bodily injury is defined in 18 U.S.C. 1365(h)(3)

The term “serious bodily injury” means bodily injury which involves— (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty...

2.10 Removal by Hearing Officer on Determination of Likely Injury

This option can be reported only for students with disabilities and receiving special education services (as defined by the IDEA). Use this option if a hearing officer removes a student with a disability receiving special education services from the student's educational placement due to the likelihood of injury.

3 Incident Types and Offender Activities – Definitions and Guidance

In DIRS the term “offender activities” refers to the behavior in which a student engaged that led to a school disciplinary action, law enforcement referral, or other response. In the DIRS guide, we use the term “student disciplined” in lieu of “offender.” When determining the appropriate activity for a specific incident, consider the following:

- Your district’s discipline policies;
- Federal laws; and
- State laws.

Relevant highlights for offender activities are included below. State law web links will bring you to the [Office of the Revisor of Statutes](#). Additional federal law web links are made to the [United States Government Publishing Office \(GPO\): Code of Federal Regulations](#). For additional information regarding specific offender activities not listed below, or for assistance locating legal references, please send an email to: mde.compliance-assistance@state.mn.us.

3.1 Attendance

Report this activity when a student may be subject to disciplinary action for an unexcused absence according to the district’s discipline policy. This may include a student’s failure to attend detention due to attendance issues. In addition, consider statutory exemptions under [Minnesota Statutes, section 120A.22, subdivision 12](#).

3.2 Bullying and Cyberbullying

Report this activity when a student’s behavior meets the district’s definition of bullying or cyber bullying, consistent with [Minnesota Statutes, section 121A.031, subdivision 2](#):

(e) "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

(1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or

(2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

(f) "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

3.3 Controlled Substances (Prescription)

Use this activity when a student possesses medication that is prescribed to the student, but the possession is against school policy. School district/charter school policy must also be consistent with state law:

- [Minnesota Statutes, section 121A.221](#) addresses when it is appropriate for a student to possess and use asthma inhalers at school.
- [Minnesota Statutes, section 121A.2205](#) addresses when it is appropriate for a student to possess and use non-syringe injectors of epinephrine at school.

Controlled substances are identified under Schedules I, II, III, IV or V of the Controlled Substance Act. The United States Code and Minnesota statutes define controlled substances. Under Minnesota law, the term does not include distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. Relevant state and federal laws are listed below:

- [Minnesota Statutes § 152.01, subd. 4](#) – defines controlled substance
- [Minnesota Statutes § 152.02](#) – defines the five schedules of controlled substances
- [21 U.S.C. § 812 \(c\)](#) – establishes the five controlled substance schedules and the classes of substances in each schedule

3.4 Fighting

Use for student conduct that meets the district's disciplinary definition of fighting and it does not rise to the level of the district's definition of physical assault.

3.5 Illegal Drugs

Report this activity when a student possesses or is involved in the sale of a controlled substance, as identified by [Minnesota Statutes, section 152.02](#), that he or she does not have a prescription for. This activity does not include alcohol or tobacco.

When reporting an incident involving illegal drugs, you must also report the type of drug.

3.6 Over-the-Counter Medication against School Policy

Report this activity when a student possesses over-the-counter medication, and the possession is against school policy. School policy must also be consistent with state law:

- [Minnesota Statutes, section 121A.222](#) provides information regarding when secondary students may have possession of or use nonprescription pain relievers.

3.7 Weapons

[Minnesota Statutes, section 121A.06, subdivision 1\(1\)](#), mandates dangerous weapon reporting.

Incidents involving weapons that meet Minnesota's definition of a dangerous weapon must be reported, even if there is no corresponding student or disciplinary action. For example, a weapon may be found on school property but possession is not tied to a particular student.

When reporting an incident involving a weapon, DIRS will present a list of options defined in state and federal law. Links to the laws are included in DIRS and listed below for your reference:

- [Minnesota Statutes, section 609.02, subdivision 6](#)

"Dangerous weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm.

As used in this subdivision, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor as defined in section 340A.101. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

- [United States Code, title 18, section 930\(g\)\(2\)](#)

"The term 'dangerous weapon' means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length."

- [United States Code, title 18, section 921\(a\)\(3\)](#)

"The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm."

- [United States Code, title 18, section 921\(a\)\(3\)\(4\)](#)

any explosive, incendiary, or poison gas— (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses;

any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

- Items outside of the definition of firearm include BB guns, air guns, paint guns, replica/toy guns and cap guns. These items do not fit the federal definition of a firearm because they do not expel a projectile by the action of an explosive. Accordingly, a school district/charter school is not mandated under [Minnesota Statutes, section 121A.44](#) to expel a student for having one of the weapons named above. A school district may include those guns under its definition of a weapon as delineated in its disciplinary policy.
- Other: If the weapon incident you wish to report is not listed above, select this item.

4 School and District Roles and Responsibilities

School and district responsibilities include:

- Enter all required incidents (outlined in Section 1.1 – DIRS Reporting for Dismissal and Other Disciplinary Reports Required by MDE);
- Review all data for accuracy;
- Certify the data;
- Authorize staff access to DIRS; and
- Annually re-authorize staff access to DIRS.

Principals and superintendents/charter school directors must complete specific tasks in DIRS each year. Each district and charter school has the flexibility to determine which staff should have access to DIRS to enter data. The sections below outline the responsibilities for different DIRS users, as well as the process to obtain access to DIRS.

4.1 Superintendent/Director

Superintendents and charter school directors must complete the following tasks each year by July 31: review all reports to ensure complete and accurate data, verify that reported exclusions and expulsions are based on formal school board action(s), and certify the district data.

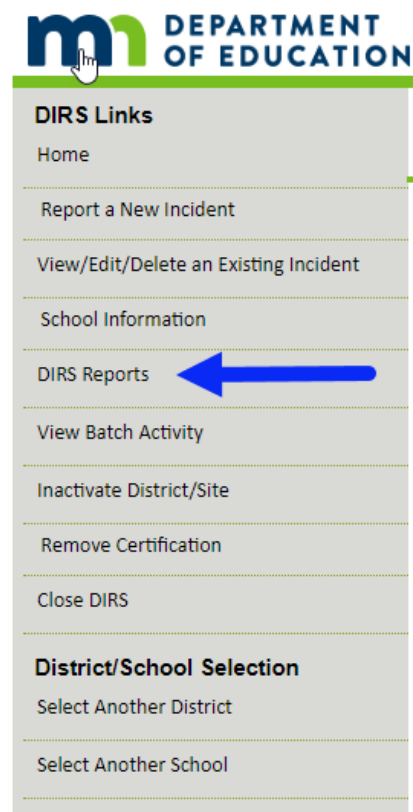
4.1.1 Review DIRS Reports for Accuracy

Following the end of the annual reporting period, the superintendent or director must review reports in DIRS to confirm the accuracy of the submitted disciplinary data. The review must include verification that any reported exclusions and expulsions are based on formal school board action.

If any reports are not accurate, work with your team to review and correct any duplicates or errors in data entry. You may also contact MDE for clarification of any questions you may have about your data.

To access the reports in DIRS, select **DIRS Reports** under “DIRS Links” in the left navigation menu, as shown in the picture to the right. DIRS Reports a superintendent/director must review include:

- Duplicate Incidents Report
 - List Potential Duplicate Incidents



- Data Reports
 - Number of Incidents – by Offender Activity Report
 - Number of Disciplinary Actions – Trend Report
 - Number of Offenders – by Ethnicity and Gender
 - Number of Disciplinary Actions – by Ethnicity and Gender
 - List Incident Detail

Below is an image of the “View DIRS Reports” page, showing all of the DIRS Reports:

Disciplinary Incident Reporting System

View DIRS Reports

School Year: 16-17

Select the desired DIRS report link from the available formats listed below.

Duplicate Incidents Report

[List Potential Duplicate Incidents](#)

Lists district submitted incidents that are suspected duplicate incidents, requiring discretionary review and follow-up. Incidents contain same incident date and contain same offender.

Certification Reports

[District Completion Report](#)

Three section (incomplete sites, none to report sites, and completed sites) report for district status, used for Superintendent district certification (Certify District button). Note: Those not seeing a Certify District button are districts with at least one site in incomplete status.

[District Certification Status](#)

Reports user access overall statuses (all three sections) in PDF format.

Data Reports

Number of Incidents - by Offender Activity Report

District or school view of incidents by type or reason.

District: Activity Report [PDF](#) [XLS](#)

Number of Disciplinary Actions - Trend Report

District or school view of disciplinary actions assigned over three or more years.

District: [Trend Report](#)

School: [Trend Report](#)

Number of Offenders - by Ethnicity and Gender

District or school view of unduplicated offender count broken out by race/ethnicity and gender groupings.

District: [All Students](#) [General Ed Students](#) [Special Ed Students](#)

School: [All Students](#) [General Ed Students](#) [Special Ed Students](#)

Number of Disciplinary Actions - by Ethnicity and Gender

District or school view of all reported disciplinary actions broken out by race/ethnicity and gender.

District: [All Students](#) [General Ed Students](#) [Special Ed Students](#)

School: [All Students](#) [General Ed Students](#) [Special Ed Students](#)

List Incident Detail

Lists district incident details such as school year, MARSS number, incident date and disciplinary action.

District: Incident Detail Report [PDF](#) [XLS](#)

4.1.2 Certify District Data

Superintendents/charter school directors must certify all of the reported disciplinary data after all of the school information is entered and complete, and all reports are reviewed and confirmed as accurate. Follow the instructions below to certify the data:

1. From the “View DIRS Reports” page, select the blue hyperlink for the “District Completion Report,” as shown in the screenshot below.

Disciplinary Incident Reporting System

View DIRS Reports

School Year: 18-19

Select the desired DIRS report link from the available formats listed below.

Note: Only reports accessible per the user access authorization appear for selection.

Duplicate Incidents Report

[List Potential Duplicate Incidents](#)

Lists district submitted incidents that are suspected duplicate incidents, requiring discretionary review and follow-up. Incidents contain same incident date and contain same offender.

MDE Internal Report

[List Orphan and Duplicate Database Records](#)

Certification Reports

[District Completion Report](#)

Statewide view of all incomplete sites, used for reminding districts who have some type of incomplete information. 'Send reminder to all' sends reminders to Superintendents AND Principals for all schools in that specific district which are in some state of incompleteness (complete status requiring incidents submitted and complete, and/or checkbox for none if appropriate, and school info submitted).

[District Certification Status](#)

Reports user access overall statuses (all three sections) in PDF format.

[Statewide Certification Status](#)

Admin report Summary used for reminding districts who haven't yet certified. 'Send reminder to all' sends reminders to all Superintendents for all districts which have not yet certified (haven't selected the Certify District button within their district view of the District Completion Report).

2. The “District Completion Report” page will open.
3. Select the “Potential Duplicate Incidents” button on the right side of the screen (shown in the figure below). DIRS will not permit certification prior to review of the Potential Duplicate Incidents Report.

The screenshot displays the 'Disciplinary Incident Reporting System' interface. On the left is a sidebar with 'DIRS Links' including Home, Report a New Incident, View/Edit/Delete an Existing Incident, School Information, DIRS Reports, and District/School Selection. The main content area shows the 'District Completion Report' for 'School Year: 16-17'. A red arrow points to a 'Potential Duplicate Incidents' button. Below this button, a message states: 'The 'Certify District' button is not active until you click on the 'Potential Duplicate Incidents' button'. A 'Certify District' button is visible. At the bottom, there is a table titled 'Incomplete Incident Site(s)' with columns: School Number, School Name, School Information Complete, Count of Incomplete Incidents, Count of All Incidents, and Last Incident Edit Date. The table shows one entry for School 16-17 with 'District Certification Pending'.

4. Review and work with your team to resolve any potential duplicate incidents listed for your district.

5. If the data is accurate and all of the school information is complete, select the “Certify District” button.

4.2 Principals

Principals must complete the following tasks each year by July 1: ensure all incidents are complete, review all incidents to confirm accuracy, and review and complete school information.

4.2.1 Ensure that All Disciplinary Incidents are Complete

Follow steps one and two in the section above to view a list of all incidents reported at your school. Review the list to confirm that all incidents have a corresponding date in the “Incident Complete Date” column. If any incident is missing a complete date, review the incident with your team to complete and save the required information.

4.2.2 Review All Data for Accuracy

Review all of the incidents reported for your school by following the steps below:

1. From the DIRS home screen, check the box next to “List all incidents for this school.”
2. All incidents entered for your school will automatically be listed on the screen. The screenshot below identifies the box on the home screen.

The screenshot shows the DIRS interface. On the left is a sidebar with links: DIRS Links, Home, Report a New Incident, View/Edit/Delete an Existing Incident, School Information (highlighted with a red arrow), DIRS Reports, and District/School Selection. The main header includes the Minnesota Department of Education logo, user ID, school, role (Principal), and a Logout button. The central area is titled 'Disciplinary Incident Reporting System' and shows 'School Year: 16-17'. Below this, it states 'Your School Has Incomplete Incidents' and has a checkbox for 'List all incidents for this school' which is checked. An 'Export to Excel' button is also present. A table of incidents is displayed with columns: Incident ID, External Incident ID, Incident Date, Location, and Incident Complete Date.

Incident ID	External Incident ID	Incident Date	Location	Incident Complete Date
504268		03/06/2017	Classroom	06/22/2017
504281		01/24/2017	Classroom	06/28/2017
504416		03/28/2017	Classroom	06/22/2017
504450		03/09/2017	Classroom	06/27/2017
504456		03/28/2017	Classroom	06/22/2017
504499		01/31/2017	Classroom	06/22/2017
504504		04/26/2017	Classroom	06/22/2017
504511		10/13/2016	Classroom	06/22/2017

3. To review additional details about any incident, choose the incident by selecting the incident ID number. All incident ID numbers listed on the page are hyperlinks.
4. If there are no disciplinary incidents to report, then check the box next to the statement, “Confirming this school has no disciplinary incidents to report for the entire school year.”

Note: you must click “Logout” to save the entry. If you close your internet browser before formally logging out of DIRS, the entry may be lost.

DEPARTMENT OF EDUCATION

UserID: School: Role: Principal [Skip Navigation](#) [Logout](#)

DIRS Links

- Home
- Report a New Incident
- View/Edit/Delete an Existing Incident
- School Information
- DIRS Reports
- District/School Selection

Disciplinary Incident Reporting System

School Year: 16-17

☒ Confirming this school has no disciplinary incidents to report for the entire school year.

☒ List all incidents for this school

Incident ID	Incident Date	Location	Incident Complete Date
No Incomplete Incidents Found			

PRE-REQUISITE:

4.2.3 Complete School Information and Habitual Truancy Counts

1. Access the “School Information” section in DIRS by selecting the “School Information” option in the left navigation menu on the DIRS home screen, shown in the figure below.

DEPARTMENT OF EDUCATION

UserID: School: Role: Principal [Skip Navigation](#) [Logout](#)

DIRS Links

- Home
- Report a New Incident
- View/Edit/Delete an Existing Incident
- School Information
- DIRS Reports
- District/School Selection

Disciplinary Incident Reporting System

School Information

School Year: 16-17

School Safety Specialist's email address:

Enter the unduplicated count of students that were habitually truant.

Enter the total unduplicated count of students that were habitually truant from your school year. In calculating the days of truancy, the school days do not need to be consecutive.

"Habitual truant" is defined in Minn. Stat. § 260C.007, Subd. 19 as:

1. a student under the age of 16 who is absent from attendance at school without lawful excuse for:
 - a. seven school days if the student is in elementary school or
 - b. one or more class periods on seven school days if the student is in middle school or junior high, or
2. a student under the age of 16, or between the ages of 16-18 if the student has not legally withdrawn from school, who attends high school, and who is absent from attendance without a lawful excuse for one or more class periods on seven school days.

Total Number of Habitual Truants in your school:

Select the following safety promotion efforts your school has in place. Check all that apply.

2. Enter the school safety specialist’s email address, the habitual truancy count at your school and the relevant school policies in place at your school.
 - a. The school safety specialist is the staff person that MDE can contact regarding crisis planning.
 - b. As part of the federal July 1 reporting requirements for Title IV, each school must report aggregate truancy rates. [Minnesota Statutes, section 260C.007, subdivision 19](#) defines habitual truant as:

a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

- c. Count each student who meets the definition of habitual truant only once, regardless of how many days the student misses. Include any student who met the definition of habitual truant prior to transferring away or withdrawing from your school. The school count is based upon the statutory definition of a habitual truant, not whether the district has referred the matter to the county attorney's office.

Incident ID	External Incident ID	Incident Date	Location	Incident Complete Date
504268		03/06/2017	Classroom	06/22/2017
504281		01/24/2017	Classroom	06/28/2017
504416		03/28/2017	Classroom	06/22/2017
504450		03/09/2017	Classroom	06/27/2017
504456		03/28/2017	Classroom	06/22/2017
504499		01/31/2017	Classroom	06/22/2017
504504		04/26/2017	Classroom	06/22/2017
504511		10/13/2016	Classroom	06/22/2017

Note: If you edit or change a completed incident, it will revert to an incomplete incident until you again mark it as "Incident Complete."

4.3 Data Entry User

Data entry users are responsible for entering all new disciplinary incidents in DIRS accurately, confirming incident details upon entry.

4.3.1 Enter Disciplinary Incidents

- All disciplinary incidents occurring during the reporting period must be annually entered in DIRS by June 30. All incidents must be entered before principals and superintendents/directors review reports and certify the data.
- Data entry users are responsible for ensuring that the data entered in DIRS for each incident represents the incident accurately. Accurate data entry may require the data entry user to discuss the incident with the school or district staff who were involved.
- To enter a new incident in DIRS, the data entry user will need the following information about the incident:
 - School and district the incident occurred in
 - Incident Details:
 - Time and location
 - Cost to school property
 - Number of students and staff involved
 - Student Disciplined information:
 - Number of students disciplined
 - Enrollment status, name, or MARSS number of student who was disciplined
 - Disciplinary Action:
 - Type and duration of disciplinary action

- Victim Information:
 - Number of persons harmed
 - Enrollment or employment status
 - Level of injury and medical costs

Note: Section 5 – Enter a New Incident Online provides detailed instructions for entering disciplinary incidents.

5 Enter a New Incident Online

DIRS allows discipline incidents to be entered in two ways:

1. Online data entry
2. Batch submission

Schools and districts are able to select the data entry method that works best for them. Each method requires a different user access role in DIRS. Users may request access on the [MDE Disciplinary Incident Reporting System webpage](#).

This section provides instructions for entering discipline incidents online. For instructions to enter data using the batch submission process, click on the [Batch User Access and File Upload Directions](#) link on the MDE Disciplinary Incident Reporting System webpage.

5.1 Select the School

After logging in to DIRS, the “School Selection” page will come up and you will see a list of the schools to which you have access for reporting purposes. Select the school for the incident you are reporting from the drop-down menu, then select the “Select School” button.

Note: If you need to report for a school that is not on the list, you will need to update your DIRS user profile.

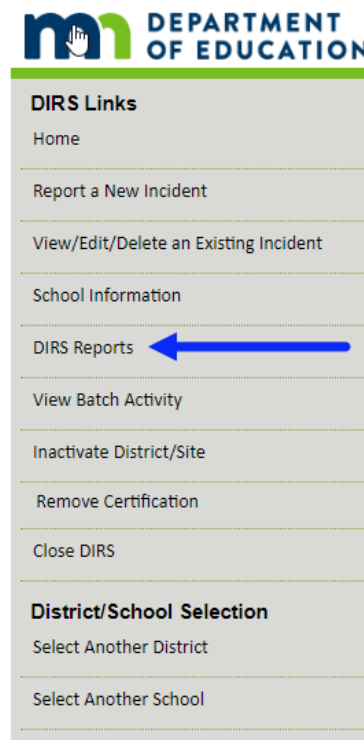
The screenshot shows the 'Disciplinary Incident Reporting System' header in blue. Below it is the 'School Selection' section. A blue-bordered box contains the 'School List' header and a dropdown menu labeled 'Choose the School:' with the selected option 'Accurate Specialty Program 0011-01-463'. Below the box is a dark blue 'Select School' button, which is pointed to by a large blue arrow.

5.2 Incident Details

Creating a new incident in DIRS will also create a new and unique six-digit Incident ID number. Incident ID numbers are helpful to communicate about and identify specific incidents in DIRS without providing private student data. They can also help ensure that you are adding all persons and disciplinary actions related to a single incident, rather than creating separate incidents.

5.2.1 Enter Incident Details

1. Choose “DIRS Reports” under “DIRS Links” in the left navigation menu, as shown in the picture to the right.
2. The “Report a New Incident” page will open and you will need to enter the following required information in the “Incident Details” section:
 - a. Date of Incident
 - b. Time of Incident
 - c. Location of Incident
 - i. If an incident took place in more than one location, select multiple locations by holding down the Ctrl button on your keyboard.
 - d. Cost to school property incurred by this event
 - e. Offenders – refers to the student(s) who are being disciplined or engaged in behavior in violation of school or district policy, as well as unenrolled offenders.
 - i. Are there offenders involved in this incident?
 - A. Yes – If there are offenders involved, you will need to indicate whether they are enrolled at the school or not.
 - 1) Enrolled offenders – If there are students disciplined who are enrolled at the school, you will be required to add an offender as outlined in Section 5.3 – Offender Information and enter additional information about the student.
 - 2) Unenrolled offenders – If there are offenders who are not enrolled, you will need to provide the number and answer whether the incident involved a dangerous weapon (see the figure below). See Section 3.7 – Weapons for more information about dangerous weapons.



Offenders

Are there offenders involved in this incident? ☒ Yes ☐ No

☐ There are offenders enrolled in this school.

☒ There are offenders not enrolled in this school.

Identify the number of offender(s) not enrolled.

Did this incident involve a dangerous weapon? ☐ Yes ☐ No

- B. No – This option should be used only when no offender can be identified. If you select no offenders, you will be asked if the incident involved a dangerous weapon. See Section 3.7 – Weapons for more information about dangerous weapons.

Offenders

Are there offenders involved in this incident?

☐ Yes

☒ No



Did this incident involve a dangerous weapon?

☐ Yes

☐ No

- f. Victims – refers to the person(s) who was harmed during the incident.
- i. Are there victims involved in this incident?
- A. Yes – if you report that a victim was involved, you will need to report additional information about the victim(s) later in the process.
- B. No – No additional information about victims will be required.
3. Select the “Next” button at the bottom of the screen to continue.

5.3 Offender Information

In DIRS, the word “offender” is used to refer to a student, enrolled or unenrolled, who was disciplined, had a dangerous weapon, physically assaulted a district employee, was referred to law enforcement, or arrested.

Review the following general guidelines prior to entering offender information:

- All incidents reported in DIRS should include an offender, except when a weapon is involved and no student can be tied to the weapon.
- Enter each enrolled student(s) who was involved in the incident, including the student’s MARSS number, the activities, and any disciplinary action(s).
- When multiple students are involved in the same incident, all should be reported in the same incident.

Repeat the procedure below for each enrolled student who was disciplined, had a dangerous weapon, physically assaulted a district employee, was referred to law enforcement, or arrested.

5.3.1 Add an Offender

1. After entering the incident details, you will be taken to the “Identify Offenders and Victims” page.
2. Select the “Add Offender” button.
3. When the “Add Offender” page opens, enter at least one of the following to search for the student: MARSS number, last name, first name, Date of Birth, or Grade. Select the “Search” button.

Tip: Enter as little information as possible to ensure you are able to find the correct student.

4. The “Search Results” page will open and display a list of students sorted alphabetically by last name. A radio button, or circle, will appear next to some of the students on the list. Find the student you are looking for and select the radio button next to his or her name.

Note: Records for students without a radio button indicate that the student was not enrolled in the school at the time of the incident. Or, it is possible that current MARSS data has not yet been updated to the system. Consult with your MARSS coordinator to investigate and resolve these issues and allow reasonable process time for MARSS updates to be reflected in DIRS.

5. Scroll to the bottom of the screen and select the “Next” button.
6. The “Offender Role” page will open and you must enter the following required fields:
 - a. Was the offender under another suspension or expulsion at the time of the incident?
 - b. Was the offender referred to law enforcement for this incident?
 - i. If you answer “Yes” to this question, a second question will appear underneath, as shown in the picture below: Was the offender arrested by law enforcement for this incident?

Was the offender under another suspension or expulsion at the time of the incident? ☐ Yes ☐ No

Was the offender referred to law enforcement for this incident? ☒ Yes ☐ No

Was the offender arrested by law enforcement for this incident? ☐ Yes ☐ No

5.3.2 Add the Offender Activity/Incident Type

Review the following guidelines prior to selecting the Offender Activity or Incident Type:

- Report only one activity per enrolled student. If multiple activities apply, select the activity with the highest severity ranking.
- Severity rankings – DIRS incident types are assigned severity rankings, with 1 being the highest and 29 being the lowest. Table 1 on the next page lists all 29 activities you can report, as well as any additional options that may be required.

Note: See Section 3 – Incident Types and Offender Activities – Definitions and Guidance for guidance in determining which offender activity to report.

1. Select the radio button for the incident type with the highest severity ranking.
2. Enter any additional information that is required for the activity. The following activities will require you to provide additional details about the incident: Alcohol, Arson, Assault, Controlled Substances, Harassment, Illegal Drugs, Pyrotechnics, and Weapon. When selected, additional fields will appear on the screen. Table 1 provides a summary of the additional information that is required for each of these activities.
3. Select the “Next” button at the bottom of the page to continue.
4. When the “Offender Disciplinary Action” page opens, you may proceed in one of the following ways:
 - a. Choose “Cancel” to repeat these steps and add another offender.
 - b. Choose “Add Disciplinary Action” to continue with the same student.

Note: If you are reporting physical assault of a district employee by a student, you must choose “Cancel” and add the victim information before adding the disciplinary action.

Table 1. Offender Activities and Additional Options

Activity	Severity Rank
Alcohol	20
Possession/Use	
Solicitation/Sale	
Arson	4
With Accelerant (combustible/flammable liquid)	
Without Accelerant	
Assault	5
Physical assault	
Sexual assault	
Attendance	28
Bomb	3
Bomb Threat	10
Bullying and Cyber Bullying (all forms except cyber bullying)	13
Computer	27
Controlled Substances (Prescription)	9
Possession/Use	
Solicitation/Sale	
Bullying and Cyber Bullying	14
Disruptive/Disorderly Conduct/Insubordination	19
Extortion	17
Fighting	12
Gang Activity	25
Harassment	15
Sexual	
Non-sexual	
Hazing	6
Homicide	1
Illegal Drugs	8
Possession/Use	
Solicitation/Sale	
*Type of drug(s) involved	
Other	29
Over-the-Counter Medication against School Policy	22
Pyrotechnics	26
Is this considered dangerous by state (Minn. Stat. § 609.02, subd. 6)?	
Is this considered dangerous by federal statutes 18 USC § 930(g)(2) and 18 USC § 921 (a)(3), (4) ?	
Robbery (using force)	7
Terroristic Threats	11
Theft	23
Threat/Intimidation	18
Tobacco	21
Vandalism/Property Related	24
Verbal Abuse	16
Weapons	2
*Type and number of weapon(s) involved	

5.4 Disciplinary Actions

All disciplinary actions a student receives for an incident must be entered in DIRS. If a student receives multiple disciplinary actions (e.g., suspension and expulsion) for the same incident, all disciplinary actions should be added to that student's record under the same disciplinary incident ID. To add multiple disciplinary actions for the same student, you must add one disciplinary action at a time, repeating the steps below for each one.

5.4.1 Create a New Disciplinary Action

1. Start from the "Add Offender Disciplinary Action" screen.
 - a. If you are continuing from adding offender information, the "Add Offender Disciplinary Action" page will open when you select the "Add Disciplinary Action" button.
 - b. If you are adding a disciplinary action after completing another step in the process, you will need to follow these steps:
 - i. After adding a victim or offender, you will be taken to the "Identify Offenders and Victims" page.
 - ii. Select the radio button to the left of the MARSS number for the student you wish to add a disciplinary action.
 - iii. Select the "Add/Edit Disciplinary Actions" button under the list of offenders, as shown in the figure below.

Identify Offenders and Victims

School Year: 18-19

Incident Details

Number	Date	Location
583163	11/01/2018	Locker

Offenders

To add a new offender, click the "Add" button. To change or delete an existing offender, click on the radio button in front of the person you wish to change, then click on the "Edit" or "Delete" button.

	MARSS NO	Name	Disability	Grade	Ethnicity	Gender	Birth Date
<input type="radio"/>	[REDACTED]	[REDACTED]	None	12	White	M	[REDACTED]
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	None	10	White	M	[REDACTED]

- iv. The "Offender Disciplinary Action" page will open and display the student's information, as well as any disciplinary actions that have already been entered for this incident.
- v. Select the "Add Disciplinary Action" button to add a new disciplinary action.

5.4.2 Enter Disciplinary Action Details

1. Select the radio button next to the disciplinary action you wish to add.

Note: Section 2 – Disciplinary Actions – Definitions & Guidance provides additional information for determining which disciplinary actions apply. You may also click on each disciplinary action listed below to be taken to the corresponding guidance in Section 2.

2. Enter any additional information that is required for the selected disciplinary action. The disciplinary actions listed below require you to enter additional details.

a. [In-School Suspension](#)

- i. Enter the total number of school days, at least ½ day or more, the student was removed from school for this action. You may enter partial days using any increment your district tracks.



In-school Suspension

Enter the number of whole or half SCHOOL days (.5, 1, 1.5, etc., not to exceed 15 SCHOOL days)

b. [Out-of-School Suspensions](#)

- i. Enter the total number of school days, at least ½ day or more, the student was removed from school for this action. The number of school days must be reported in half-day increments.



Out-of-school Suspension

Enter the number of whole or half SCHOOL days (1, 1.5, etc., not to exceed 15 SCHOOL days)

c. [Expulsion](#) from the school setting – four additional data fields are required:

- i. Does this expulsion go through the end of the current school year and/or continue into the following school year?
- ii. Number of SCHOOL days – Enter the total number of school days the student is prohibited from attending the school
- iii. Starting Date of Expulsion – Enter the effective date of the expulsion, as stated in the school board resolution
- iv. Ending Date of the Expulsion – Enter the last day of the expulsion period, as stated in the school board resolution



Expulsion from the school setting

Does this expulsion go through the end of the current school year and/or continue into the following school year?

☐ Yes

☐ No

Number of SCHOOL days (minimum removal for 5 school days not to exceed one calendar year)

Starting Date of Expulsion (as stated in the school board resolution)

Ending Date of Expulsion (as stated in the school board resolution)

- v. **Required revision** – If the expelled student returns to school prior to the end date listed on the school board resolution, and it is within the same school year as the original expulsion action, you must revise the disciplinary action in DIRS to account for the change. Follow the steps in *Section 6 – Edit an Incident* and enter the fields on the disciplinary action page:

- A. Did the student return to school prior to the end date on the school board resolution? – select “Yes”

- d. Number of SCHOOL days by which expulsion was reduced – enter the number of days subtracted from the initial expulsion length
- e. Did expulsion reduction result in student returning before end of the school year?

Did the Student return to school prior to the end date on the school board resolution?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input style="width: 80px;" type="text"/> Number of SCHOOL days by which expulsion was reduced	
Did expulsion reduction result in student returning before end of the school year?	<input type="radio"/> Yes <input type="radio"/> No

Be sure to update the Ending Date accordingly.

- f. [Exclusion](#) from the school setting – three additional data fields are required:
 - i. Number of SCHOOL days (minimum removal for 5 school days not to exceed the end of the current school year) – Enter the total number of school days the student is prohibited from attending the school
 - ii. Starting Date of Exclusion (as stated in the school board resolution) – Enter the effective date of the exclusion, as stated in the school board resolution
 - iii. Ending Date of the Exclusion (as stated in the school board resolution) – Enter the last day of the exclusion period, as stated in the school board resolution

Removal from Educational Setting

- ☐ In-school Suspension
- ☐ Out-of-school Suspension
- ☐ Expulsion from the school setting
- ☒ Exclusion from the school setting (Exclusions can only extend through current school year)

Number of SCHOOL days (minimum removal for 5 school days not to exceed the end of the current school year)

Starting Date of Exclusion (as stated in the school board resolution)

Ending Date of Exclusion (as stated in the school board resolution)

- g. No school response – this option should be used only when the incident is required to be reported regardless of disciplinary outcome and no disciplinary action was taken. When this option is selected you must provide a statement explaining why no disciplinary action was taken.

- ☒ No school response

Explanation for no response by the school.

- h. Other – this option should be used only when an incident is required to be reported regardless of disciplinary outcome and the disciplinary action taken does not fall under one of the other disciplinary action types listed (for example, when a dangerous weapon is found at school).

☒ Other

Please enter any other sanction, intervention, or resolution in response to the incident.



5.5 Victim Information

In DIRS, the word “victim” refers to the person(s) who was harmed during an incident. Victim information is required in the following instances:

- Assault – physical and sexual
- Bullying – including cyber-bullying
- Harassment – sexual and non-sexual
- Hazing
- Homicide
- Robbery
- Certain cases when reporting unilateral removals of students with disabilities receiving special education services to an alternative educational setting for up to 45 school days. For more information, see [Minnesota Statutes, sections 121A.06, subdivision 2\(4\) and 2\(5\)](#).

Victim information should be entered after the offender information and disciplinary action are entered unless you are reporting physical assault of a district employee by a student. When reporting physical assault of a district employee, you must enter the victim information prior to entering the offender disciplinary action.

If multiple victim types are involved in an incident, all victims should be entered on the same Incident ID. Each victim type must be entered separately.

Below are instructions for entering victim information according to the victim type and different scenarios.

5.5.1 Teachers and District Employees Physically Assaulted by a Student

To comply with [Minnesota Statutes, section 121A.53](#), all incidents involving physical assault of a district employee by a student must be entered into DIRS within 30 days of the incident, regardless of whether the charter school or district took any disciplinary action. Review your district/charter school's policies and definition of physical assault prior to reporting an incident that may involve physical assault of a district employee.

To report physical assault of a district employee in accordance with state statute, you must first enter an offender and select an offender activity with a severity ranking 1-5. From the "Identify Offenders and Victims" page, select the "Add Victim" button under the "Victims" section.

1. Select the radio button next to "Teacher" or "District Employee" according to the definitions below:
 - a. Teacher – any licensed teacher employed by the district or charter school in which the incident occurred
 - b. District employee – any district or charter school employee who is not working as a licensed teacher, including administrators, paraprofessionals, or other licensed professionals
2. The "Victim Impact" page will open and you must enter the following required fields:
 - a. Reporting the number of victims:
 - i. Estimated victim count – when "Teacher" or "District Employee" are selected as victim types. Enter the number of people harmed during this incident that meet the criteria for the victim type selected.

Estimated victim count:

- b. Did injury occur to this victim(s)?
 - i. If you answer "Yes" to this question, a second question will appear underneath, as shown in the picture below: Was the injury a serious bodily injury under federal law?
[18 U.S.C. § 1365\(h\)\(3\)](#)

Note: Click on the link to review the federal law and determine the best response.

Did injury occur to this victim(s)? ☒ Yes ☐ No

☐ Was the injury a serious bodily injury under federal law?
[18 U.S.C. § 1365\(h\)\(3\)](#) ☐ Yes ☐ No

- c. Medical costs to victim(s) incurred by this event – Select the dollar amount range that the victim incurred as a result of this incident
- d. Are you reporting this incident to fulfill your requirement to report assault of a district employee by a student as set forth under [Minnesota Statutes, section 121A.53](#)?

Note: You must answer "Yes" to this question if the student's behavior meets your district/charter school's definition of physical assault and the victim was a district or charter school employee.

3. Select "Save" at the bottom of the page.

5.5.2 Teachers and District Employees (no physical assault by a student)

Follow the steps below when a teacher or district employee was harmed during an incident, but was not physically assaulted according to your district's definition of physical assault.

1. From the "Identify Offenders and Victims" page, select the "Add Victim" button under the "Victims" section.
2. Select the radio button next to "Teacher" or "District Employee" according to the definitions below:
 - a. Teacher – any licensed teacher employed by the district or charter school in which the incident occurred
 - b. District employee – any district or charter school employee that is not working as a licensed teacher, including administrators, paraprofessionals, or other licensed professionals
3. The "Victim Impact" page will open and you must enter the following required fields:
 - a. Estimated victim count – Enter the number of people harmed during this incident that meet the criteria for the victim type selected.
 - b. Did injury occur to this victim(s)?

- i. If you answer "Yes" to this question, a second question will appear underneath, as shown in the picture below: Was the injury a serious bodily injury under federal law?

[18 U.S.C. § 1365\(h\)\(3\)](#)

Did injury occur to this victim(s)? ☒ Yes ☐ No

Was the injury a serious bodily injury under federal law?
[18 U.S.C. § 1365\(h\)\(3\)](#) ☐ Yes ☐ No

Click on the link to review the federal law and determine the best response.

- c. Medical costs to victim(s) incurred by this event – Select the dollar amount range that the victim incurred as a result of this incident
 - d. Are you reporting this incident to fulfill your requirement to report assault of a district employee as set forth under [Minnesota Statutes, section 121A.53](#)? – This question will appear any time an offender activity with a severity rank of 1-5 is selected and a victim type of "Teacher" or "District Employee" is added.
 - i. Select "No" if the incident did not involve student behavior that meets your district's definition of physical assault.
 - ii. After you select "No" to this question, a second question will appear underneath, "Are you aware that you are reporting a district employee as a victim in this incident but opting not to include it under the reporting requirements set forth in 121A.53?" as shown in the picture below.
 - iii. You must respond to the question to acknowledge that you understand the reporting requirements.
4. Select "Save" at the bottom of the page.

5.5.3 Enrolled Students

Follow the steps below when an enrolled student was harmed during an incident. If there are multiple enrolled students harmed during the incident and the MARSS number is known then each one must be entered separately.

1. From the “Identify Offenders and Victims” page, select the “Add Victim” button under the “Victims” section.
2. Select the radio button next to “Student (MARSS information known).”
3. Enter the student’s MARSS information using one of the options below:
 - a. Manually enter the student’s MARSS number then select “Search.”
 - b. Search for the student using the DIRS search function:
 - i. Enter any of the following criteria: MARSS number, last name, first name, Date of Birth, or Grade. Enter as little information as possible to ensure you are able to find the correct student.
 - ii. Select the “Search” button.
 - iii. The “Search Results” page will open and display a list of students sorted alphabetically by last name. A radio button, or circle, will appear next to some of the students on the list. Find the student you are looking for and select the radio button next to his or her name.
 - iv. Select the “Next” button at the bottom of the page.
4. The “Victim Impact” page will open and you must enter the following required fields:
 - a. Did injury occur to this victim(s)?
 - i. If you answer “Yes” to this question, a second question will appear underneath, as shown in the picture below: Was the injury a serious bodily injury under federal law?
[18 U.S.C. § 1365\(h\)\(3\)](#)
 - b. Medical costs to victim(s) incurred by this – Select the dollar amount range that the victim incurred as a result of this incident
5. Select “Save” at the bottom of the page.
6. Repeat steps 1 through 5 if there are multiple enrolled students who were harmed during the incident.

Did injury occur to this victim(s)? ☒ Yes ☐ No

Was the injury a serious bodily injury under federal law?
[18 U.S.C. § 1365\(h\)\(3\)](#) ☐ Yes ☒ No

Click on the link to review the federal law and determine the best response.

Are you reporting this incident to fulfill your requirement to report assault of a district employee as set forth under Minn. Stat. 121A.53? ☐ Yes ☒ No

Are you aware that you are reporting a district employee as a victim in this incident but opting not to include it under the reporting requirements set forth in 121A.53? ☒ Yes ☐ No

5.5.4 Unidentified or Unenrolled Students

Follow the steps below when a student was harmed during an incident, but the student was not enrolled at the school or you are unable to identify the student.

1. From the “Identify Offenders and Victims” page, select the “Add Victim” button under the “Victims” section.
2. Select the radio button next to “Student (MARSS information unknown).”
3. The “Victim Impact” page will open and you must enter the following required fields:
 - a. Estimated count of victims enrolled at this school – this field will only display when “Student (MARSS information unknown)” is selected as the victim type. Enter the number of enrolled students that were harmed during this incident.
 - b. Estimated count of victims not enrolled at this school – this field will only display when “Student (MARSS information unknown)” is selected as the victim type. Enter the number of enrolled students that were harmed during this incident.

Estimated count of victims enrolled at this school:

Estimated count of victims not enrolled at this school:

- c. Did injury occur to this victim(s)?
 - i. If you answer “Yes” to this question, a second question will appear underneath, as shown in the picture below: Was the injury a serious bodily injury under federal law?
[18 U.S.C. § 1365\(h\)\(3\)](#)

Did injury occur to this victim(s)?

☒ Yes ☐ No

Was the injury a serious bodily injury under federal law?
[18 U.S.C. § 1365\(h\)\(3\)](#)

☐ Yes ☐ No

Note: Click on the link to review the federal law and determine the best response.

- d. Medical costs to victim(s) incurred by this event – Select the dollar amount range that the victim incurred as a result of this incident.
- e. Select “Save” at the bottom of the page.

6 Edit an Incident

Users can view and edit all incidents previously entered for the current reporting period from the DIRS home page. Incidents should be revised when:

- The school or district learns of new offenders or victims involved in an incident;
- Disciplinary actions are modified, added, or removed; or
- The school or district identifies a data entry error.

6.1 Procedure

6.1.1 Search for the Incident

If you do not know the incident ID number for an incident you wish to edit, you can use the search function in DIRS to identify it.

1. First, you must log into DIRS and select the district and school where the incident occurred.
2. Choose “View/Edit/Delete an Existing Incident” under “DIRS Links” in the left navigation menu, as shown in the picture to the right.
3. The “Find an Existing Incident” page will open and you will be able to search for the incident using any of the following:
 - a. Offender Role – Refers to the offender activity
 - b. Incident Date Range – Enter the start and end date of the range you wish to search
 - c. Offender name
 - d. Victim Name
 - e. Find all incidents – You can choose to list all of the incidents entered for your school by selecting the box under “Find all incidents,” as shown in the figure below:

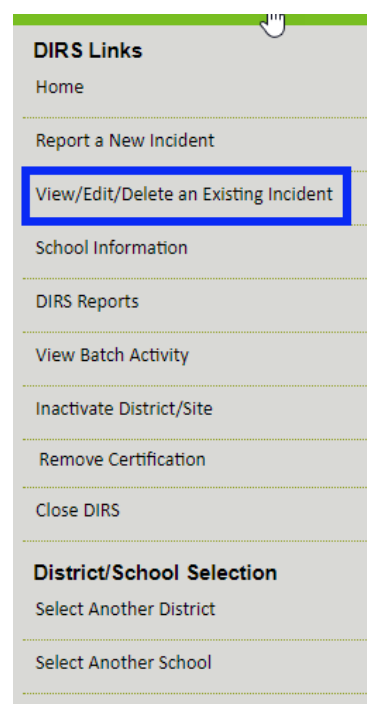
Find all incidents

☒ Find all incidents for this school

Search

Cancel

4. Select the “Search” button at the bottom of the page.
5. The “Incident Search Results” page will open and list all of the incidents that match the criteria you entered. You can take any of the following options from this screen:



- a. To view more details about an incident, select the circle radio button next to an incident and select the “View” button.

Incident Search Results

School Year: 18-19

	Incident ID	Date	Location	Offender	Victim
<input type="radio"/>	583103	11/02/2018	Restroom		
<input type="radio"/>	583104	11/05/2018	Locker		
<input type="radio"/>	583099	12/03/2018	Classroom		Student (MARSS information unknown)
<input type="radio"/>	583100	12/03/2018	Classroom		Teacher
<input type="radio"/>	583101	12/03/2018	Classroom		
<input type="radio"/>	583102	12/07/2018	Locker		
<div> <div>View</div> <div>Edit</div> <div>Delete</div> </div>					

- b. If you are ready to begin editing an incident, select the circle radio button next to the incident you wish to edit and select the “Edit” button.

Incident Search Results

School Year: 18-19

	Incident ID	Date	Location	Offender	Victim
<input type="radio"/>	583103	11/02/2018	Restroom		
<input type="radio"/>	583104	11/05/2018	Locker		
<input type="radio"/>	583099	12/03/2018	Classroom		Student (MARSS information unknown)
<input type="radio"/>	583100	12/03/2018	Classroom		Teacher
<input type="radio"/>	583101	12/03/2018	Classroom		
<input type="radio"/>	583102	12/07/2018	Locker		
<div> <div>View</div> <div>Edit</div> <div>Delete</div> </div>					

- c. If you wish to delete an incident, select the circle radio button next to the incident you wish to edit and select the “Delete” button.

Incident Search Results

School Year: 18-19

	Incident ID	Date	Location	Offender	Victim
<input type="radio"/>	583103	11/02/2018	Restroom		
<input type="radio"/>	583104	11/05/2018	Locker		
<input type="radio"/>	583099	12/03/2018	Classroom		Student (MARSS information unknown)
<input type="radio"/>	583100	12/03/2018	Classroom		Teacher
<input type="radio"/>	583101	12/03/2018	Classroom		
<input type="radio"/>	583102	12/07/2018	Locker		
<div> <div>View</div> <div>Edit</div> <div>Delete</div> </div>					

6.1.2 Edit the Incident

Follow the steps below when you know the incident ID number for the incident you wish to edit.

1. First you must log into DIRS and select the district and school where the incident occurred.
2. From the “Home” page in DIRS, select the box next to “List all incidents for this school.” The screen will automatically list all incidents that were already entered at your school.

Disciplinary Incident Reporting System

School Year: 18-19 ▼

Your School Has Incomplete School Information

Your School Has Incomplete Incidents

☒ List all incidents for this school

Export to Excel

Incident ID	Incident Date	Location	Incident Complete Date
583099	12/03/2018	Classroom	12/12/2018
583100	12/03/2018	Classroom	
583101	12/03/2018	Classroom	12/13/2018
583102	12/07/2018	Locker	12/13/2018
583103	11/02/2018	Restroom	
583104	11/05/2018	Locker	

3. Choose the incident you wish to edit by selecting the incident ID number. All of the incident ID numbers listed on the screen are selectable hyperlinks.
4. The “Edit Existing Incident” page will open, displaying the current initial incident details about the incident.
5. Review the information on the screen and proceed by moving through the incident as though you were entering a new incident. You may follow the steps outlined in Section 5 - Enter a New Incident Online.