MINNESOTA DEPARTMENT OF EDUCATION

2020-21 Disciplinary Incident Reporting System (DIRS) COVID-19 Reporting: Incidents Occurring at Alternate Locations

Use this supplemental form only for incidents that occurred at a location other than the student's school of enrollment as indicated in MARSS.

All reportable incidents occurring during the distance learning period must be reported in DIRS (see Page 2 of the Disciplinary Incident Reporting System (DIRS) User Guide). This includes incidents that may have occurred at an alternate location, or facility other than at their normal school of enrollment. Because DIRS is linked to MARSS, incidents must be entered in DIRS at the student's school of enrollment as indicated in MARSS. This supplemental form must be submitted to maintain records of the actual location at which incidents occurred.

Instructions

Submit only one form per district.

1. Enter the incident in DIRS at the student's school of enrollment normal data submission procedures (online data entry or batch submission).
2. Identify the six-digit Incident ID number for the incident:

    a. Online data entry – after completing the *Incident Details* page the Incident ID will be displayed on the screen while completing data entry for the incident.
    b. Look up the Incident ID after entering an incident online or submitting the batch file:

        i. *View/Edit/Delete an Existing Incident* – click on the link in the left navigation bar to search for the incident by: incident type, date, location or student name.
        ii. View list incidents – you can view a list of all submitted incidents on the home page in DIRS by checking the "List all incidents for this school box" located above the gray header, as shown below.

☐ List all incidents for this school

Incident ID	Incident Date	Location

No Incomplete Incidents Found

3. Complete the District Information section at the top:

    a. District Number – enter four-digit district number and two-digit district type as *XXXX-XX*
    b. District Name – enter full district name
    c. Contact Name – enter the name of the person at the district who can best answer any follow-up questions that may arise
    d. Email – email for contact person
    e. Phone – phone number for contact person

4. Enter each incident separately, completing each of the fields:
    a. Incident ID – six-digit Incident ID
    b. Reported School Number – three-digit school number entered in DIRS
    c. Alternate School Number – three-digit school number at which the incident occurred. Leave blank if the incident occurred at a facility outside the district, such as a contracted facility
    d. Alternate Location Name – the full name of the school or facility at which the incident occurred
5. Attach and complete extra pages as needed.
6. Save the file with the full district number and name in the file name.
7. Review the form for accuracy and errors, ensuring all fields are complete.
8. Email the completed form to Carly.Lykes@state.mn.us.

General Contacts and Resources

- DIRS User Guide – an updated guide is now available, which includes: data submission requirements, definitions for disciplinary actions and incident types, DIRS user roles and responsibilities, and step-by-step instructions for entering and editing data online
- Visit the DIRS home page for additional reporting information, including reporting deadlines, memos, and batch submission information
- DIRS reporting requirements, data elements, and data requests: Carly Lykes at Carly.Lykes@state.mn.us or 651-582-8683
- Online data entry and DIRS processing: MDE.Incident-Reporting@state.mn.us or 651-582-8352
- Clarification of legal requirements and statutes: MDE.Compliance-Assistance@state.mn.us or 651-582-8689
- Batch submissions: MNIT.MDE.DIRS.Batch.Technical.Support@state.mn.us

COVID-19 Contacts

- Questions about civil rights compliance: Marikay.Litzau@state.mn.us
- Special education: Robyn.Widley@state.mn.us
- School climate: Craig.Wethington@state.mn.us

DEPARTMENT OF EDUCATION

2020-21 DIRS Incidents Occurring at Alternate Locations

DISTRICT INFORMATION

District Number: _____ **District Name:** _____

Contact Name: _____

Email: _____ **Phone:** _____

INCIDENT INFORMATION

Complete the incident information for each incident that occurred at an alternate location.

INCIDENT ID: _____

Reported School Number: _____

Reported School Name: _____

Alternate School Number: _____

Alternate Location Name: _____

INCIDENT ID: _____

Reported School Number: _____

Reported School Name: _____

Alternate School Number: _____

Alternate Location Name: _____

INCIDENT ID: _____

Reported School Number: _____

Reported School Name: _____

Alternate School Number: _____

Alternate Location Name: _____

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Reported School Name: _____

Alternate School Number: _____

Alternate Location Name: _____

INCIDENT ID:

Reported School Number: _____

Reported School Name: _____

Alternate School Number: _____

Alternate Location Name: _____