

## DISC10 – Discipline Data Verification Report

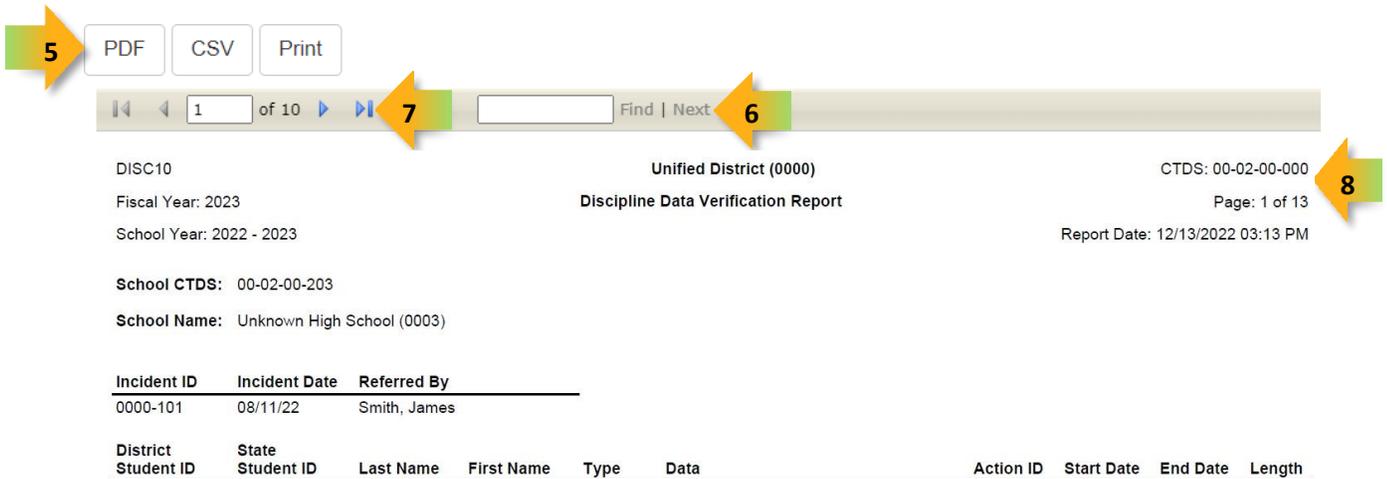
The DISC10 displays incident level Discipline data with corresponding action and behavior.

**Note:** Select a **Fiscal Year** and **Local Education Agency** in the upper-right corner before running the report



The screenshot shows the top section of the report interface. Callout 1 points to the 'Fiscal Year' dropdown menu set to '2023' and the 'Local Education Agency' dropdown menu set to 'Select an Option'. Callout 2 points to the 'School(s)' dropdown menu. Callout 3 points to the 'View Report' button. Callout 4 points to a minus sign icon in the top right corner of the report area.

- (1) Fiscal Year and Local Education Agency:** Select the fiscal year and Local Education Agency prior to selecting the reporting parameters. If you subsequently change the fiscal year you will need to re-select the desired reporting parameters.
- (2) Reporting Parameters:** Users must choose one or more schools to view any Discipline data reported.
- (3) View Report:** Click this button to process your report request. You will be able to view the report and select other options for using the report.
- (4) Collapse:** To provide more room for viewing the report, the button collapses the interface. Click the + icon of a collapsed report to expand the search interface.



The screenshot shows the report output interface. Callout 5 points to the 'PDF', 'CSV', and 'Print' buttons. Callout 6 points to the 'Find | Next' search bar. Callout 7 points to the page navigation controls showing '1 of 10'. Callout 8 points to the report header information.

DISC10 Unified District (0000) CTDS: 00-02-00-000  
 Fiscal Year: 2023 Discipline Data Verification Report Page: 1 of 13  
 School Year: 2022 - 2023 Report Date: 12/13/2022 03:13 PM

School CTDS: 00-02-00-203  
 School Name: Unknown High School (0003)

Incident ID	Incident Date	Referred By
0000-101	08/11/22	Smith, James

District Student ID	State Student ID	Last Name	First Name	Type	Data	Action ID	Start Date	End Date	Length
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# ADE Quick Reference Guides

## AzEDS Reports



- (5) **Export Options:** Selecting **Print** displays the report in a print preview window; click the printer icon to print the report as it appears on the screen. Selecting **CSV** prompts to save or open the report as a file that can be opened in Microsoft Excel. The csv file format allows sorting, filtering, or further analysis of the results. Selecting **PDF** prompts to save or open the report a PDF document.
- (6) **Search:** Type any word, or part of a word, to quickly scan through the report data. Matches are highlighted in blue. Click **Next** to find the next matching entry on the report.
- (7) **Navigation:** The  and  buttons move forward and backward, one page at a time. The  and  buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting **Enter** on the keyboard.
- (8) **Header:** Short report name, fiscal year and school year are shown on the left of each results page; LEA name and long report name are shown on the center of each results page; the LEA CTDS, page number and date the report was ran are shown on the right of each results page.

Contact Exceptional Student Services with any questions at [ESSInbox@azed.gov](mailto:ESSInbox@azed.gov)