## ADE Quick Reference Guides AzEDS Reports







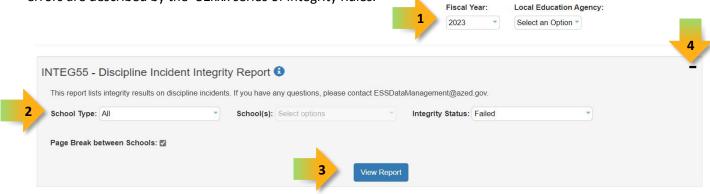






## **INTEG55 - Discipline Incident Integrity Report**

The INTEG55 lists integrity results on Discipline Incidents and corresponding Actions / Behaviors. These Integrity errors are described by the -52xxx series of Integrity Rules.



- 1. **Select Fiscal Year** and **Local Education Agency** in the upper-right corner before running the report.
- 2. Reporting Parameters: Users must choose options from the following:
  - School Type
  - School(s)

Created: 27-Dec-2022

- Integrity Status
- Page Break between Schools
- 3. View Report: Queries results (shown below).
- 4. **Collapse:** To provide more room for viewing the report, click the interface.

## ADE Quick Reference Guides AzEDS Reports



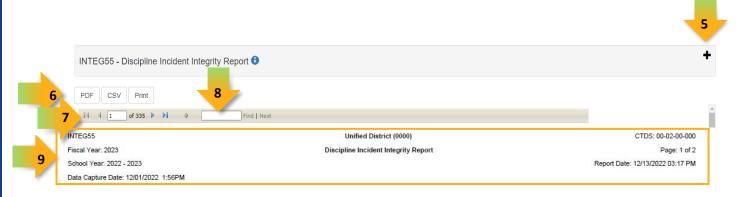




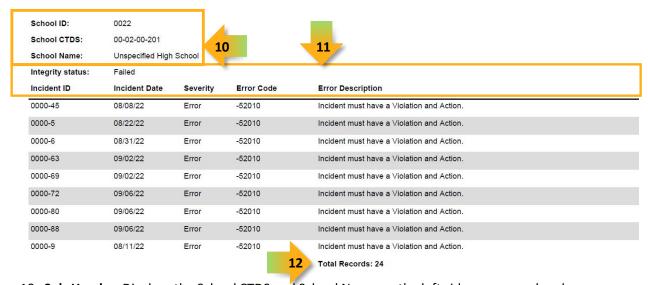








- 5. **Expand:** Click the + icon of a collapsed report to expand the report interface.
- 6. **Export Options:** Selecting CSV prompts to save or to open the report as an Excel document. Selecting Print will display the report in a preview window. Click the print button to print the report as it appears on the screen.
- 7. **Navigation:** The 4 and 4 buttons move forward and backward, one page at a time. The 4 and 4 buttons move to the first and last page, respectively. A specific page number can be entered in the textbox.
- 8. **Search:** Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted in blue
- 9. **Main Header:** Displays the Report Name, Fiscal Year, School Year, and Data Capture Date on the left side of each page; displays the LEA name and Entity ID number on the center of each page; displays the LEA CTDS number, Page Number, and Report Date on the right side of each page.



- 10. **Sub-Header:** Displays the School CTDS and School Name on the left side as a group header.
- 11. Incident Data: Displays the following information for each incident, if available:
  - Incident Id
  - Incident date
  - Severity
  - Error Code
  - Error Description
- 12. **Total Records:** Displays a count of integrity messages in the report.