User Guide for the
School Safety Discipline Report
— Version 1.0

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1. Log on

1.1 Enter your User Name, Password and click on Login button to log onto the ESE Security Portal.

1.2 Click on the School Safety and Discipline link displayed in the application list.
2. Home Page
2.1 Select the district name from the drop down menu
2.2 Select the current year from the drop down menu.
2.3 And click on the **Next** button.

2.4 The below page will appear. Click on the **File upload** link.
3. File Upload

3.1 As the below page appears, click on the Offense checkbox and click on the Browse button and upload the Offense file.

3.2 Click on the Continue button.

3.3 A pop up message which reads “File upload in progress. Please wait while the system validates the records. Click OK button to proceed” will appear.

3.4 Click on OK button to move forward.
3.5 The page will get refreshed and the Offense checkbox will be inactive. Click on the **Discipline** checkbox and click on the **Browse** button to upload the discipline file.

3.6 Click on the **Continue** button.

3.7 A pop up message “File upload in progress. Please wait while the system validates the records. Click OK button to proceed” will appear.

3.8 Click on **OK** button to move forward.
4. Validate and Clear
Once both files are uploaded, the below page will appear.

4.1 Click on Clear button to get back to the file upload page without validating the uploaded files.

The below page will appear.
4.2 Click on the **Validate** button, which will first validate the offense and the discipline file separately and then will do the cross validation between the two files.

4.2.1 A pop up message “Please wait while the system validates the records. Click OK button to proceed” will appear.

4.2.2 Click on OK button to move forward.
4.3 After clicking on “Ok” in case of no error, a message will appear as below “Records are validated and there were no errors”.

4.4 Since you do not have any errors currently, you can log out by clicking on the logout button.

5. Error Report
If error exists in the files then the below message will appear.

5.1 To view the error report click on the displayed message “View Error Report”.

Click on Logout to get out of the application.

Click on the View Error Report link to open the error report.
5.2 A new browser tab will get created, click on that tab to view the error report. Given below is an example of the error report.

Validation process status report:

Discipline/Incident File Validation Errors:

Line # 8 Incident ID = 4099 Reason: ( Error ID: 90092) - An offense for which a discipline has been reported, must be reported in the offense file and offense date must not
Line # 8 Incident ID = 4099 Reason: ( Error ID: 10080) - DISC SID = Y, but students NOT FOUND for this offense

Incident File Validation Errors:

Line # 8 Incident ID = 4099 Reason: ( Error ID: 19) - Discipline record found, but not joined to any offense date

Recommendation: Print or save the error reports because the link will not be available once you close the tab or navigate away from the page.

5.3 Based on the error report, correct the offense and the discipline file and repeat the file upload process from Step 3.1 until there are no errors.

6. File re-upload
The offense and the discipline files can be re-uploaded as many times as the user needs to.

6.1 After the files are uploaded, user can click on the clear button and the application will direct the user to the file upload page, from where the user can re-upload the files.
6.2 If the files have no errors but if the user wants to re-upload the files, then the file can be uploaded using the functionality available below the message. The user should follow the same steps as outlined in Step 3.
6.3 If the files have errors, the user can re-upload the updated files (updated based on the error report), using the functionality available below the message. The user should follow the same steps as outlined in Step 3.

7. Summary Report

**Historical Summary Report** access which includes Offense Report, Discipline Report and Count Comparison Report.

Click on the School Safety and Discipline link displayed in the application list.
Select the district name from the drop down menu and select the prior year from the drop down and click Next button.

The below page will appear, click on ‘View Offense Report’ to view offense report, click on View Discipline Report’ to view the Discipline report and click on ‘View Offense/Discipline Count Comparison Report’ to view the count comparison report.

If you click on ‘File upload’ link a message will appear which reads ‘File upload access denied’ because you cannot upload a file with prior year period selection.

**Current Summary Report access**

The current summary report access feature is unavailable for the districts. Districts will be able to access their current summary report as they upload and submit the data from June 1st 2015 and subsequently the districts will be able to certify their SSDR data.