

(NC) IAE03 ALPS/ENALP

09/03/2026 11:07 am EDT



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies where a student offender was given an Alternative Learning Placement action code ('008', '009', '010', '036', '037', '038') but an Alternative Learning Program Record could not be found for the student OR a record was found but it was either before or after the dates entered for the incident.

Severity

Warning

What to Review

Review the action dates and the student's Alternative Learning Program record.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, School Code, School Name associated with the reported data.
Incident Information	Displays Incident Number, Date, Time, Title associated with the reported data.
Participant Information	Displays UID, Name, Grade for the participant.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.

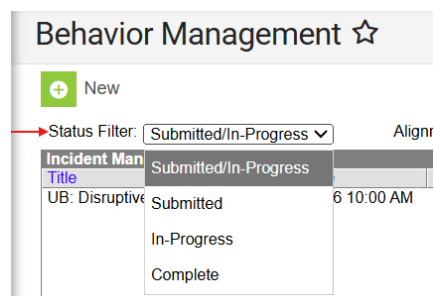
Column Name	Description
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
ALPS_Enroll_flag	Y value indicates an Alternative Learning Program (ALP) action was reported, but a corresponding ALP program enrollment was not found for the student.

Recommended Action

Add or correct the program record or action dates when the placement should be supported by an active program record.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

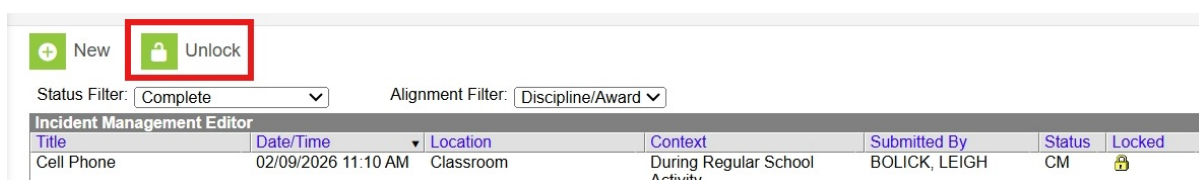
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to locate the corresponding incident to review.
- Select the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell phone	02/11/2026 10:08 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	IP	
RB: Assault on student (no injury)	01/23/2026 12:45 PM	Cafeteria	During Regular School Activity	Green, Marissa	IP	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident status from Complete to In Progress until updated to Complete again.



- Locate the **Events and Participants** section and select the **Alternative Learning Placement resolution ('008', '009', '010', '036', '037', or '038')** for participant.
- Confirm the **Resolution Start Date** and **Resolution End Date**.

- Search for the **Participant** using the Student Search and navigate to *Student Information > State Programs > ALPS*.
- Select **New** to add an Alternative Learning Program for the participant.
 - Follow the guidance on the [Alternative Learning Programs and Schools \(ALPS\) \(North Carolina\) | Infinite Campus](https://kb.infinitecampus.com/help/alternative-learning-programs-and-schools-alps-north-carolina) (<https://kb.infinitecampus.com/help/alternative-learning-programs-and-schools-alps-north-carolina>) article for all required fields.
 - Ensure the **dates** correspond to the resolution dates.
- Click **Save** to add the program.