

(NC) IAE10 OSS Full Day

09/03/2026 11:10 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) (<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 is a list of the actions where the offender was given an action code of out-of-school suspension (003, 035), but the duration was less than 0.5 days.

See the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>) for guidance on entering partial day (less than 0.5 day) and full day (0.5 day or more) suspensions.

Severity

Warning

What to Review

Review the suspension action code and duration entered for the action.

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.

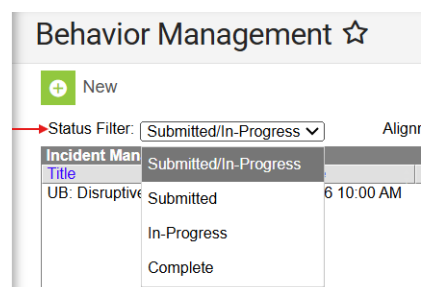
Column Name	Description
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Action Information	Displays state action Code and Description assigned to the incident behavior.
OSS_FullDay_flag	Y value indicates the duration of the Out of School Suspension (OSS) action is less than one-half of a school day.
OSS_FullDay_Duration	School-day duration for Out of School Suspension (OSS) (003, 004, 005, 035) actions.

Recommended Action

Correct the action code or duration so that partial-day and full-day coding agree with the [Discipline Data Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>).

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

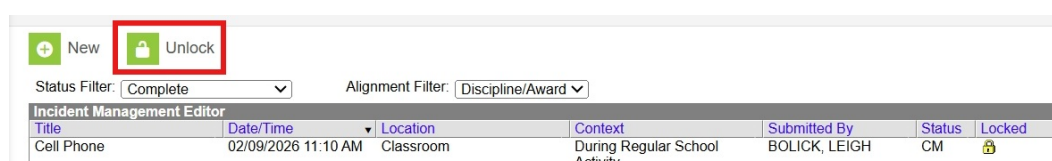
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on 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	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- 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 from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and select the **OSS Resolution** for the participant.
- If the resolution duration is less than 0.5, select the correct **Resolution Type (091: Sent Home Early)** from the dropdown and click **Save** to update the resolution type.

Edit Resolution for William Toler

Resolution Details

*Resolution Type: 003: OSS

034: Saturday Academy

149: School Safety Response Protocol - Evacuate

146: School Safety Response Protocol - Hold

148: School Safety Response Protocol - Lockdown

147: School Safety Response Protocol - Secure

150: School Safety Response Protocol - Shelter

092: School-related arrest

9999: Scraping Desks

091: Sent Home Early

Resolution Start Time: 10/28/2025 10:30 PM

Category: Resolution End Date: 10/28/2025

Resolution End Time:

- Confirm the **Resolution Assign Date, Resolution Start Date and Resolution End Dates** are correct.
- Confirm the **Duration in School Days** is less than 0.5.

*Resolution Assign Date: 10/28/2025

*Resolution Start Date: 10/28/2025

Resolution Start Time: 01:30 PM

*Resolution End Date: 10/28/2025

Resolution End Time:

*Duration in School Days: 0.48

Days Remaining: 0

- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save **Delete** **New**

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM Submitted By: BOLICK, LEIGH

*Alignment: Discipline

*Date of Incident: 02/11/2026

*Time of Incident: 10:08 AM

Damages: \$ 0.00

Context: 01: During Regular School Activity

*Location: 1: Classroom

Location Description: Outside of room 350

Details: Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)

Review the participant's attendance (*Student Information > General > Attendance*) to ensure attendance and resolution information match.

