

iPASS Discipline System & SSDR Help Guide _July 2015

This Help Guide provides Massachusetts iPASS sites with information on how to enter discipline incidents that must be reported to the DOE for the Massachusetts **School Safety and Discipline Report (SSDR)**. This is a two-part offense report that gathers information on:

1. All offenses involving drug, violent, or crime-related incidents on school property and the resulting disciplinary actions imposed on the student offender(s) involved, **AND**
2. All other offenses in violation of the student code of conduct resulting in a disciplinary action of suspension, expulsion, or removal of the student offender(s) involved.

Each time an offense occurs on school property, all public schools in Massachusetts are required to file a report of the offense consisting of (1) a single Offense Report and (2) a Student Discipline Record for each student offender reported. The reporting obligation applies to all public schools in Massachusetts, including charter schools and virtual schools.

iPASS provides users an export report that creates the 2-part report (offense and discipline records) required to submit the SSDR data. All of the offense and discipline data is pulled from the information recorded in the **Student Discipline Record**. The export report can be found in the DOE ID Manager > Import/Export or Discipline System > Discipline Reports section. Depending upon your site set up, the export is titled **Export MA Discipline** or **Export DOE Discipline Data**.

Full documentation on how to add a new student discipline record to iPASS can be found in the Discipline Help Documents. Go to iPASS Help > Discipline System > Help > Discipline Help Document.

Student Discipline Record fields related to the SSDR are outlined in the Help Guide below.

DOCUMENT UPDATED: Help Guide revised July 2015 to add note that Description/Comment fields can not exceed 50 characters in length and should not include any commas and to update a screen shot on page 10 for Start Date. Correction to AE Helpful Hint on page 7.

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