How do I find SSDR reportable offenses that might not be checked off as Report to DOE?

Run a Detention/Suspension List report. Run the Reports $\hat{a} \in \text{``Discipline'} > \text{Detention/Suspension}$ List with Report to DOE Only = No, Incident Type = All, and Consequence Type = All. Review all the Incidents and Consequences and look for $\hat{a} \in \text{Coreportable} = \text{Coreportable}$ offenses and discipline types (ie. suspension, expulsion, removal) to confirm they are being reported.

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DOE ID Manager -> FAQ -> How do I find SSDR reportable offenses that might not be checked off as Report to DOE?

http://www.imgsoftware.com/kb/entry/545/