How do I combine all my schools into one SSDR Offense file and one Discipline (Consequences) export file?

When you run the Export MA Discipline report to create your 2 files, be sure that you select Entire District = Yes. This will export the Offenses for all schools in one file and the Discipline for all schools in one file. The DOE requires all schools be submitted in the same file.

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DOE ID Manager -> FAQ -> How do I combine all my schools into one SSDR Offense file and one Discipline (Consequences) export file?

http://www.imgsoftware.com/kb/entry/612/