

How to Create Restraint/Seclusion Report Letter for Guardian

1. Click on "Cognos Reporting" to the left.

The screenshot shows the eSchoolPlus+ web application interface. The browser address bar displays the URL: <https://eschool.doe.k12.de.us/webcms/Content/Admin/Menu/defi>. The page title is "My Home" and the date is "2012/13". The left sidebar contains a navigation menu with "Cognos Reporting" circled in red. The main content area is divided into several sections:

- My Scheduled Tasks:** A table with columns: Task, Scheduled Time, Status, Enable/Disable, Delete. It contains the message: "You do not have any tasks scheduled."
- My Current Tasks:** A table with columns: Task, Start time, Status, Description. It contains the message: "You do not have any tasks running currently."
- My Recent Reports:** A table with columns: File Name, Modified, Delete. It shows three reports:

File Name	Modified	Delete
Incident Report	3/8/2011 10:40:36 AM	<input type="checkbox"/>
Incident Report	3/8/2011 10:36:47 AM	<input type="checkbox"/>
Student Detail	7/17/2012 12:26:36 PM	<input type="checkbox"/>
- My Recent Messages:** A table with columns: Date, Type, Message, Delete. It shows four messages from "330390 - Christiana High School":

Date	Type	Message	Delete
11/1/2012 11:32:15 AM	NEWSTUD		<input type="checkbox"/>
11/1/2012 9:33:45 AM	NEWSTUD		<input type="checkbox"/>
11/1/2012 9:29:43 AM	NEWSTUD		<input type="checkbox"/>
10/15/2012 1:01:26 PM	NEWSTUD		<input type="checkbox"/>
- My Favorites:** A section with the message: "You do not have any menu favorites." and a "Change Settings" button.
- News:** Two news entries:
 - 11/1/2012 - Trimester 1 - Elementary RC Entry:** Elementary Report Cards are open for grade entry. The Lockdown date will be Monday, December 3rd at 4:00 pm.
 - 10/24/2012 - New Elementary Report Card Format:** The new Elementary Report Card Competencies are now available for you to view. They have changed a bit from last year, so please go in and take a look at the new formats. To view them just click on the "Enter Competencies" link.

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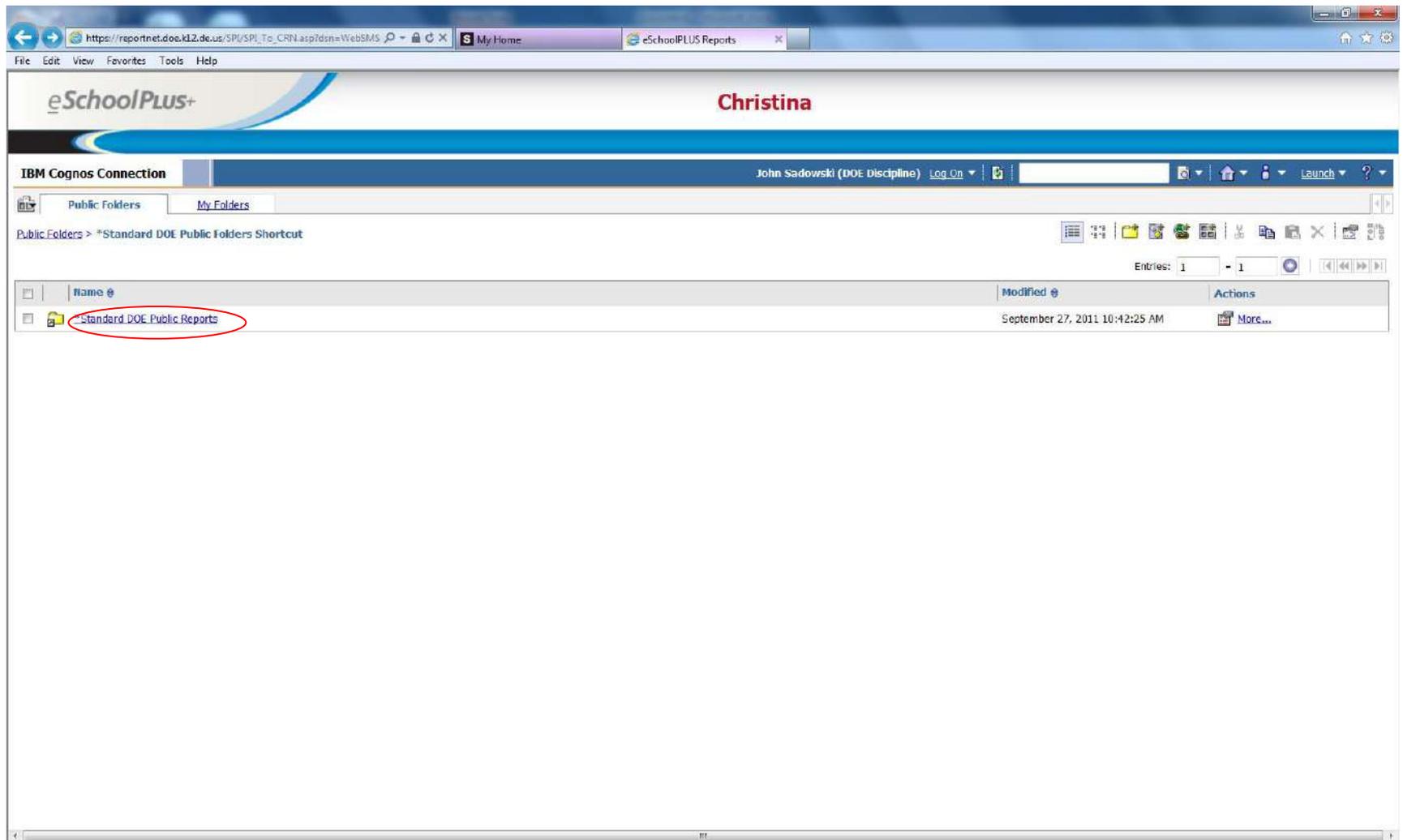
2. Click on “Standard DOE Public Folders Shortcut.”

The screenshot displays the eSchoolPLUS+ web application interface. At the top, the browser address bar shows the URL: https://reportnet.doe.k12.de.us/SPI/SPL_To_CRN.asp?dsin=WebSMS. The application header includes the eSchoolPLUS+ logo and the user name "Christina". Below the header, the "IBM Cognos Connection" navigation bar shows the user "John Sadowski (DOE Discipline)" and a "Log On" button. The main content area is titled "Public Folders" and contains a list of folders. The folder "Standard DOE Public Folders Shortcut" is circled in red. The list also includes folders for various schools and districts, such as "Academy of Dover Reports", "Appoquinimink Reports", "Brandywine Reports", "Caesar Rodney Reports", "Campus Community Reports", "Cope Henlopen Reports", "Capital Reports", "Charter School of Wilmington Reports", "Christina Reports", "Colonial Reports", "Delaware Academy of Public Safety Reports", "Delaware Military Academy Reports", "Delmar Reports", and "DSC". Each folder entry includes a "Modified" date and time, and an "Actions" column with a "More..." link.

Name	Modified	Actions
Standard DOE Public Folders Shortcut	December 14, 2011 11:35:31 AM	More...
Academy of Dover Reports	August 17, 2011 10:17:38 AM	More...
Appoquinimink Reports	October 12, 2012 8:09:33 PM	More...
Brandywine Reports	March 16, 2012 1:06:15 PM	More...
Caesar Rodney Reports	January 13, 2012 2:25:37 PM	More...
Campus Community Reports	August 22, 2012 1:55:52 PM	More...
Cope Henlopen Reports	August 17, 2011 10:20:11 AM	More...
Capital Reports	September 17, 2012 3:54:57 PM	More...
Charter School of Wilmington Reports	May 10, 2012 10:13:01 AM	More...
Christina Reports	February 10, 2012 3:41:00 PM	More...
Colonial Reports	May 31, 2012 12:32:02 PM	More...
Delaware Academy of Public Safety Reports	August 17, 2011 10:23:05 AM	More...
Delaware Military Academy Reports	August 17, 2011 10:23:30 AM	More...
Delmar Reports	March 15, 2012 2:14:56 PM	More...
DSC	August 24, 2012 2:49:28 PM	More...

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3. Click on "Standard DOE Public Reports."



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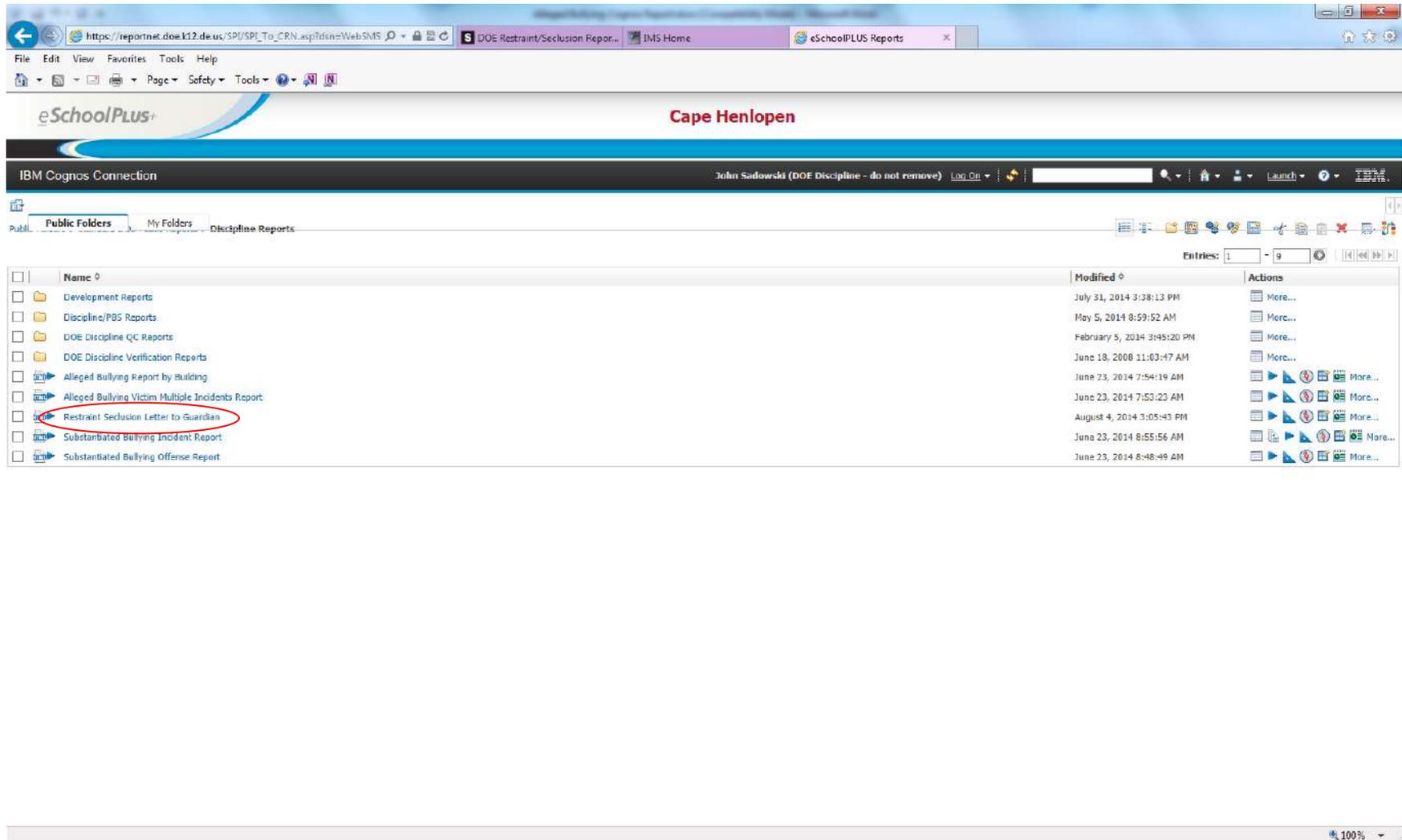
4. Click on “Discipline Reports.”

The screenshot shows a web browser window displaying the eSchoolPLUS+ application. The browser address bar shows the URL: https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dcrn=WebSMS. The application header includes the eSchoolPLUS+ logo and the user name "Christina". Below the header, there is a navigation bar with "Public Folders" and "My Folders" tabs. The main content area displays a list of folders under "Public Folders > Standard DOE Public Reports". The folders listed are:

Name	Modified	Actions
Attendance Reports	January 10, 2012 9:35:06 AM	More...
Career and Technical Education Reports	August 17, 2011 10:42:55 AM	More...
DCAS Reports	September 16, 2011 11:54:53 AM	More...
Discipline Reports	September 6, 2012 3:41:47 PM	More...
DOE Homeless Reporting	June 8, 2012 9:56:06 AM	More...
DOE HOT Verification Reports	August 17, 2011 10:45:24 AM	More...
Dropout Reports	February 10, 2012 8:56:45 AM	More...
DSTP Reports	August 17, 2011 10:47:02 AM	More...
Gradebook Reports	October 24, 2012 9:28:21 AM	More...
Guidance Reports	August 17, 2011 10:47:38 AM	More...
IEP Plus Reports	January 13, 2012 2:22:04 PM	More...
Labels	July 26, 2012 11:38:08 AM	More...
Merk Reporting	Merch 30, 2012 5:01:41 PM	More...
Medical Reports	October 12, 2012 11:37:36 AM	More...
Migrant Student Reports	May 3, 2010 1:20:48 PM	More...

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5. Click on “Restraint Seclusion Letter to Guardian.”



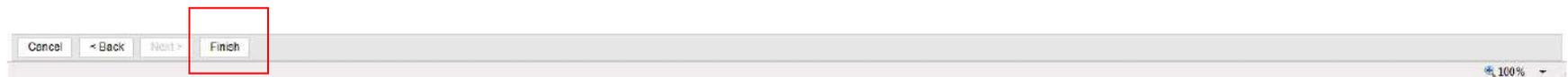
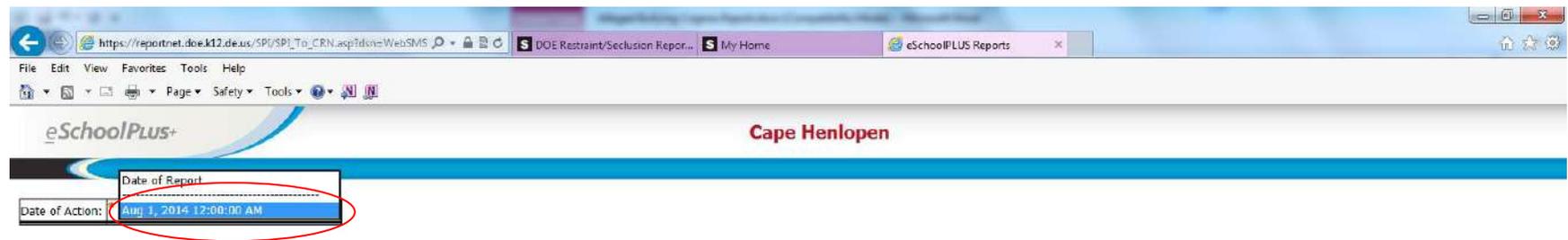
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6. Type in student's last name and click on "search."
7. Highlight the appropriate student name.
8. Click the "next" button at the bottom.

The screenshot shows a web browser window with the URL https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dn=WebSMS. The page header includes the eSchoolPLUS+ logo and "Cape Henlopen". The main heading is "Please select your student:". Below this is a search form with a "Keywords:" label and a text input field containing "Powers". A "Search" button is to the right of the input field. A dropdown menu is open, showing a list of search results, with "Powers, Austin" highlighted in blue. Below the search form is a "Student:" label and a table with one empty row. At the bottom of the page, there is a navigation bar with buttons for "Cancel", "< Back", "Next >", and "Finish". The "Next >" button is highlighted with a red box.

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9. Highlight the date of the desired report. If the student has multiple reports then multiple dates will be listed. The date is connected to the date the report was entered in eSchool.
10. Click on the “finish” button at the bottom.



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- Once the PDF version appears, right click inside the report and select “print” from the menu that appears. Follow the printing prompts to print your guardian letter.

The screenshot shows a web browser window with the following elements:

- Address Bar:** https://reportnet.doe.k12.de.us/SPI/SPLTo_CRN.asp?dsn=WebSMS
- Page Title:** IBM Cognos Viewer - Restraint Seclusion Letter to Guardian
- Page Content:**
 - Date: Aug 4, 2014
 - Location: CAPE HENLOPEN - Cape Henlopen High School
 - Address: Very Evil, 35 Commerce WAY, Lewes, DE 19958
 - Greeting: Dear Parent/Guardian:
 - Text: Below are the report details regarding a recent physical restraint which occurred regarding your child or
 - Student Info: STUDENT: Powers, Austin AGE: 15 RACE: WHITE
 - Ethnicity: ETHNICITY: Not Hispanic/Latino DISABILITY CATEGORY: N/A
 - School: SCHOOL: Cape Henlopen High School(170726) LOCATION: 13
 - Time: TIME: 11:00 pm DURATION IN MINUTES: <1
- Context Menu:** A right-click menu is open, with the 'Print...' option highlighted in blue and circled in red. Other options include 'Select Tool', 'Help Tool', 'Marquee Zoom', 'Rotate Clockwise', 'Document Properties...', and 'Show Navigation Pane Buttons'.