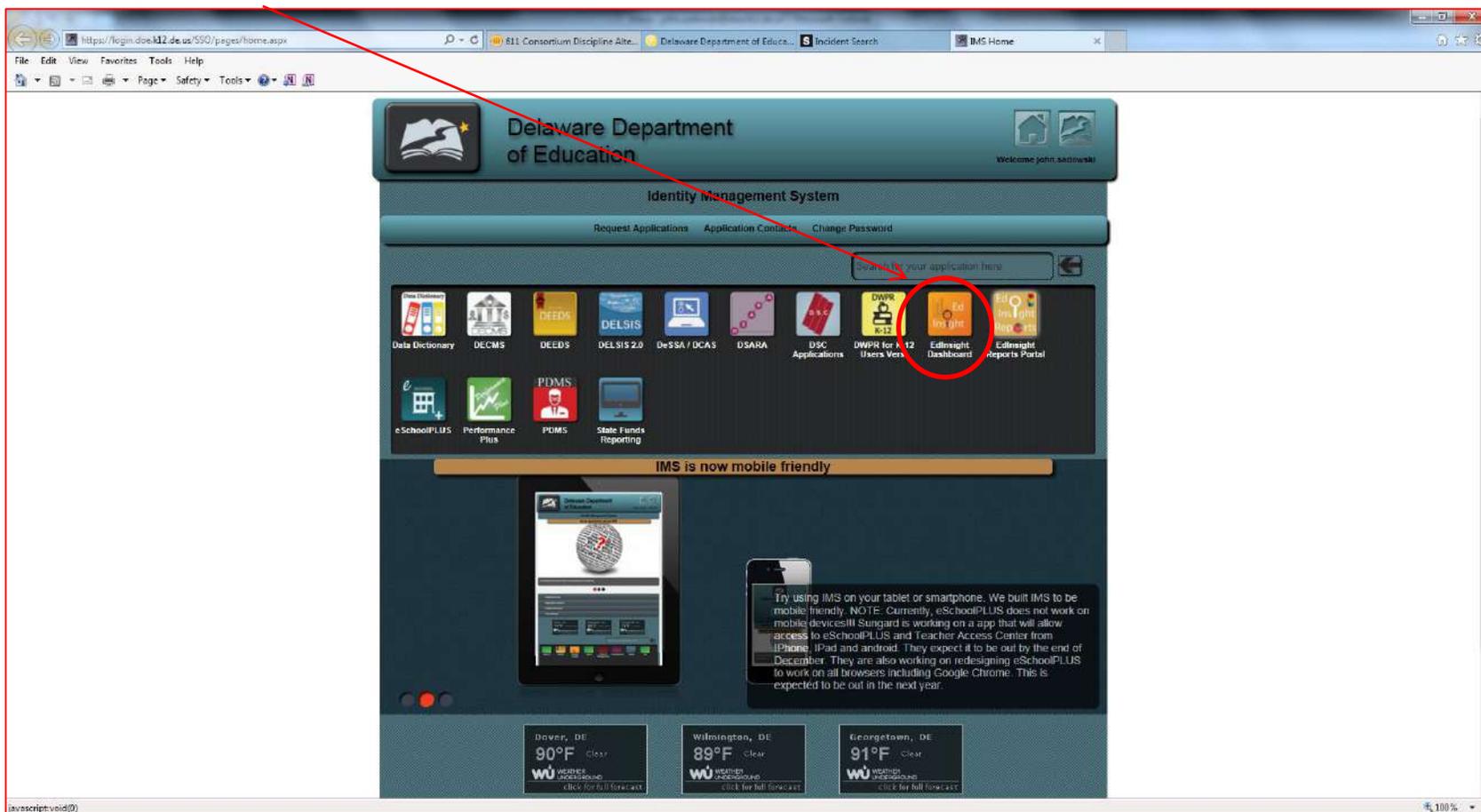## Year-End School Conduct Data Verification of Report on School Profiles

At the end of a school year, LEAs have until **July 15** to preview the listing of their school's School Conduct data as it will appear on School Profiles starting **August 1**. The purpose of this review is to correct any glaring errors or omissions in the data. In addition, the previous year's data on School Profiles would provide a valuable point of comparison for trends or changes. Any significant change in the numbers may be a reflection of changes in policies or procedures.

The preview of school conduct data on profiles can be found on the ***EdInsight Dashboard*** using *IMS*.
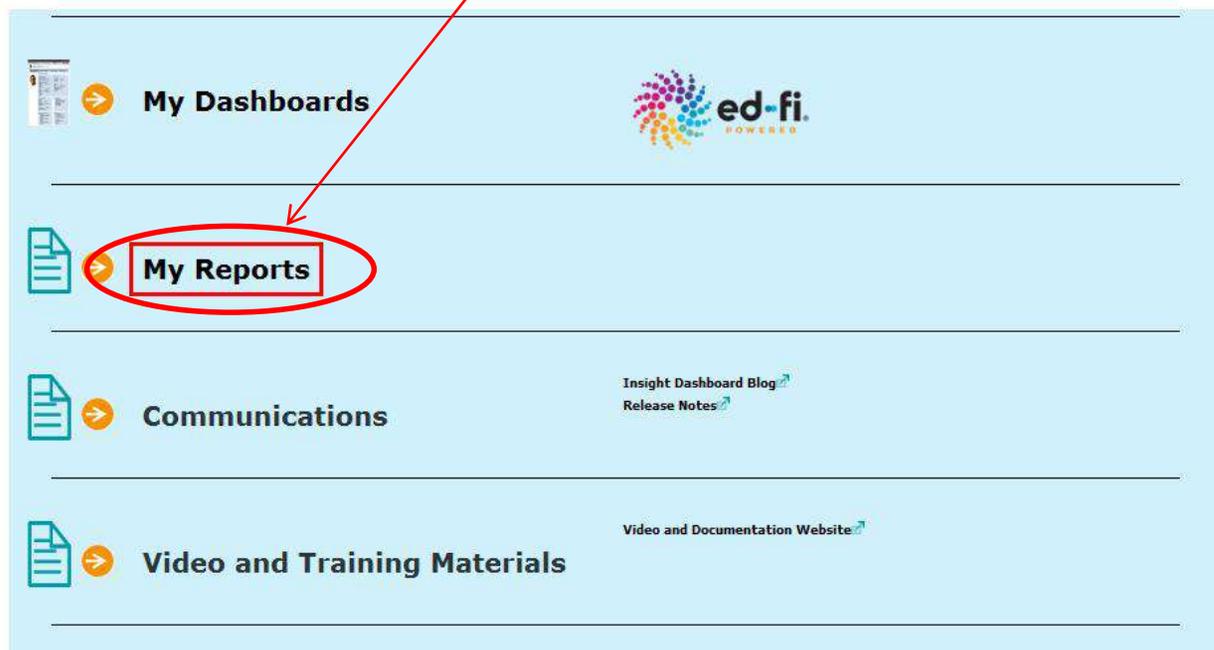
1. Select EdInsight Dashboard.

2. Once you enter the EdInsight Dashboard, click on "My Reports."

3. Click on "Attendance and Discipline Reports" and then click on "DOE Discipline Summary Report for Districts and Schools-Live Data."

4. Specify the parameter values to the right by selecting the "Discipline School Year", "Current District Name", and "Current School Name." Once the values are selected click on the "Apply" button at the bottom right of the screen. NOTE: Depending on your screen setup, you may have to scroll over to see the "Apply" button. The report may take a minute or so to load.
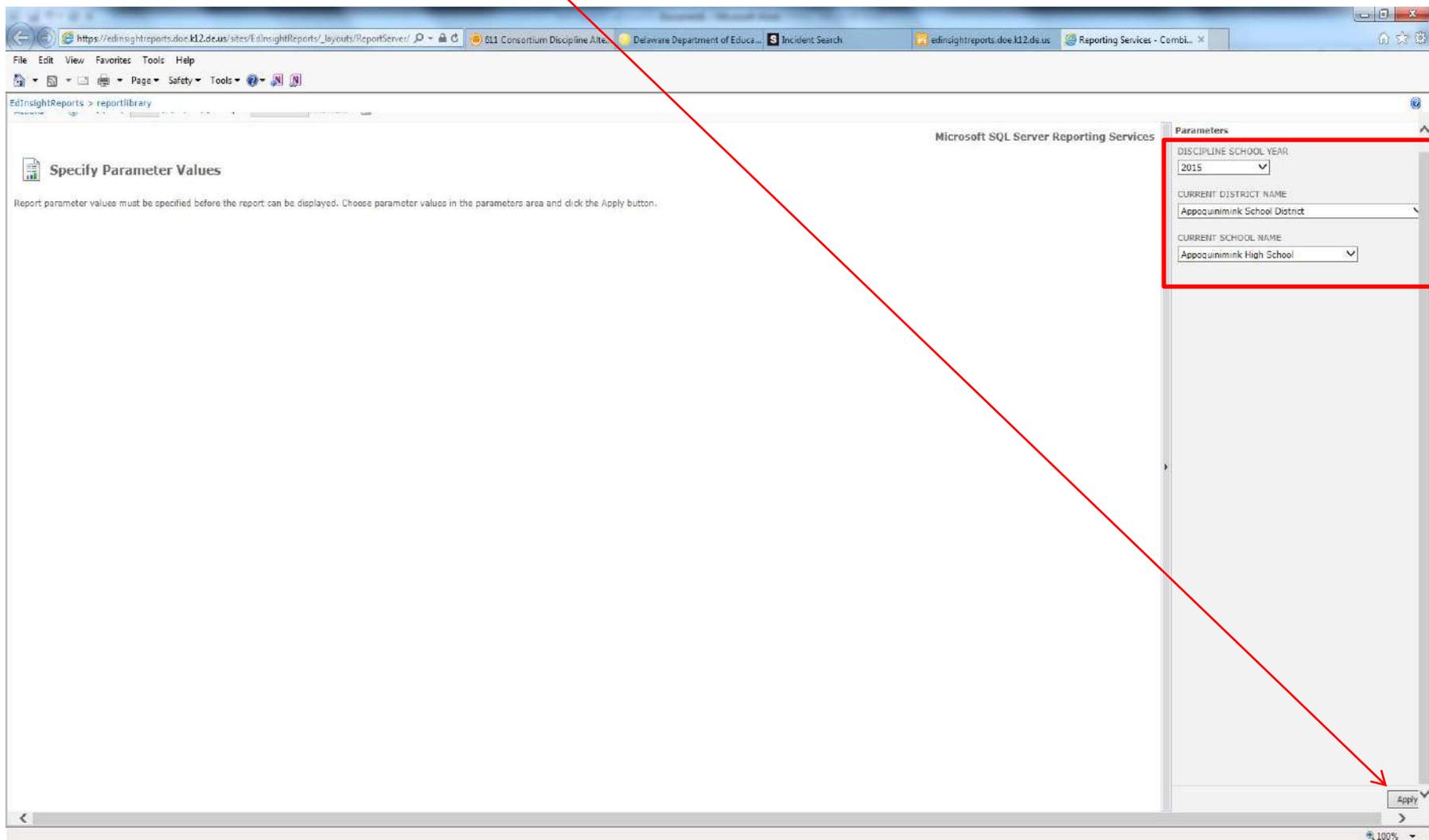
Year-End School Conduct Data Verification of Report on School Profiles

5. The school profile discipline summary page will appear populated with your school's data as well as district and state totals.

6. Scroll down the page to see specific offense totals by incident, number of offenses, and unduplicated offenders by school, district, and state totals.

7. You can export the report to various formats by click on the "Actions" button and then "Export" from the dropdown. Select your preferred format.