



Discipline Export from DDE

Select the log (8) table, select all the records*, Export Records. Key in the following fields from the log (8) table:

[01]lastfirst
[01]grade_level
Discipline_IncidentDate
Consequence
Discipline_ActionTaken
Discipline_ActionDate
Discipline_DurationAssigned
Discipline_DurationActual
Discipline_ActionTakenEndDate

Submit and save to your Desktop
From your Desktop, right click on the saved file and Open with Excel

*You can search by Entry_Date to narrow down your records before you Export.