ED166 GUIDE TO REPORTING INCIDENTS WITH MORE THAN ONE INCIDENT TYPE AND/OR MORE THAN ONE SANCTION TYPE

An Incident can be coded with one or two Incident Types:

A Sanction can be coded with one or two Sanction Types:

Any of the following combinations can be reported:
· 1 Incident Type & 1 Sanction Type
· 2 Incident Types & 1 Sanction Type
· 1 Incident Type & 2 Sanction Types
· 2 Incident Types & 2 Sanction Types

	SCENARIO #1	SCENARIO #2	SCENARIO #3	SCENARIO #4	SCENARIO #5
	1 Incident Type / 1 Sanction Type	2 Incident Types / 1 Sanction Type	1 Incident Type / 2 Sanction Types	2 Incident Types / 2 Sanction Types	1 Incident Type / 1 Sanction Type
EXAMPLE: →	A student was in a physical altercation (1710) and received 2 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day OSS for the obscene gesture.	A student was in a physical altercation (1710) . The student received 1 day ISS and 3 days OSS.	A student was in a physical altercation (1710) and made an obscene gesture (3621) during the altercation. The student received 2 days OSS for fighting and 1 day ISS for the obscene gesture.	A 10:00 a.m. a student was in a physical altercation (1710), and received 2 days OSS. At 2:00 p.m. the student made an obscene gesture (3621) and received 1 day OSS.
ED166 Fields: ↓					
Incident Type - Part 1:	1710	1710	1710	1710	1710
Incident Type - Part 2:		3621		3621	
Sanction Type- Part 1:	1010 (OSS)	1010 (OSS)	1020 (ISS)	1020 (ISS)	1010 (OSS)
# of Days Sanctioned (Sanction Type - Part 1):	2	3	1	1	2
Sanction Type - Part 2:			1010 (OSS)	1010 (OSS)	
# of Days Sanctioned (Sanction Type - Part 2):			3	2	
Note:		The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. Since the same type of sanction was given for both incident types the days are added together.	You do not need to have two Incident Types to use both Sanction fields.	The Primary Sanction is not tied to Incident Type - Part 1 and the Secondary Sanction is not tied to Incident Type - Part 2 field. It does not matter what order the incidents and sanctions are listed in.	When two incidents take place on the same day but at different times, they should be recorded as separate incidents. The time of incident must be included since both incidents occurred on the same day. The example above illustrates only the 10:00 a.m. incident.

RULES TO REMEMBER:
- Incident Type - Part 1 and Incident Type - Part 2 should be viewed as one all-encompassing description of an incident regardless of if one or two Sanction Types are imposed.
- Sanction Type - Part 1 and Sanction Type - Part 2 should be viewed as one all-encompassing sanction for an incident regardless of if the incident is described in one or two Incident Types.
- Incident Type - Part 1 CANNOT equal Incident Type - Part 2.
- Sanction Type - Part 1 CANNOT equal Sanction Type - Part 2.