Resolution		Resolution Start Date	Resolution Start Time	Resolution End Date	Resolution End Time	Attendance Code	Check for Attendance Conflicts	* Behavior Letter Wizard - Letter Name
PBIS – Hearing (No Removal)		**Resolution Start Date**	**Resolution Start Time**	**Resolution End Date**	**Resolution End Time**	**Attendance Code**	**Check for Attendance Conflicts**	*** Behavior Letter Wizard - Letter Name**
Hearing but not removed from classes	Hearing Only - Student missed no class time	Clear Default Date (Blank)	Clear Default Time (Blank)	Leave Blank	Leave Blank	LEAVE BLANK - The "Check for Attendance Conflicts" button will not appear.	When entered correctly this will not affect attendance.	Letter - Intent to Suspend without Emergency Removal
PBIS – Hearing (Student Removal)		**Resolution Start Date**	**Resolution Start Time**	**Resolution End Date**	**Resolution End Time**	**Attendance Code**	**Check for Attendance Conflicts**	*** Behavior Letter Wizard - Letter Name**
Hearing with Removal during the school day	Student is leaving class during the school day and cannot return until the Hearing	Date of First Absence	Time Left Building	Hearing Date	Hearing Time	RMV: Disiplinary Removal - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance will be recorded as a RMV from the Resolution Start Date/Time until the Resolution End Date/Time	Letter - Intent to Suspend WITH Emergency Removal
Hearing with Removal starting next school day	Student will finish the day and will NOT leave class during the school day. Student cannot return until the Hearing.	Date of First Absence	School Start Time (ex 7:30 or 9:00 am)	Hearing Date	Hearing Time	RMV: Disiplinary Removal - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance will be recorded as a RMV from the Resolution Start Date/Time until the Resolution End Date/Time	Letter - Intent to Suspend WITH Emergency Removal
Expulsion **PBIS - Hearing (Student Removal)**		**Resolution Start Date**	**Resolution Start Time**	**Resolution End Date**	**Resolution End Time**	**Attendance Code**	**Check for Attendance Conflicts**	*** Behavior Letter Wizard - Letter Name**
Hearing with Removal during the school day	Student is leaving class during the school day and cannot return until the Hearing	Date of First Absence	Time Left Building	Hearing Date	Hearing Time	RMV: Disiplinary Removal - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance will be recorded as a RMV from the Resolution Start Date/Time until the Resolution End Date/Time	Letter - Intent to Expel with Emergency
Hearing with Removal starting next school day	Student will finish the day and will NOT miss class during the school day. Student cannot return until the Hearing.	Date of First Absence	School Start Time (ex 7:30 or 9:00 am)	Hearing Date	Hearing Time	RMV: Disiplinary Removal - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance will be recorded as a RMV from the Resolution Start Date/Time until the Resolution End Date/Time	Intent to Expel with Emergency
Remove Over 10 Days **PBIS - Hearing (Removal)**		**Resolution Start Date**	**Resolution Start Time**	**Resolution End Date**	**Resolution End Time**	**Attendance Code**	**Check for Attendance Conflicts**	*** Behavior Letter Wizard - Letter Name**
Hearing with Removal during the school day	Student is leaving class during the school day and cannot return until the Hearing	Date of First Absence	Time Left Building	Hearing Date	Hearing Time	RMV: Disiplinary Removal - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance will be recorded as a RMV from the Resolution Start Date/Time until the Resolution End Date/Time	Intent to Remove Over 10 Days - *504 Section* * **OR** Intent to Remove Over 10 Days - *SpecEd Ltr* * ** Use appropriate letter if a student has either a 504 Plan or an (IEP)Individualized Education Plan*
Hearing with Removal starting next school day	Student will finish the day and will NOT leave class during the school day. Student cannot return until the Hearing.	Date of First Absence	School Start Time (ex 7:30 or 9:00 am)	Hearing Date	Hearing Time	RMV: Disiplinary Removal - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance will be recorded as a RMV from the Resolution Start Date/Time until the Resolution End Date/Time	Intent to Remove Over 10 Days - *504 Section** **OR** Intent to Remove Over 10 Days - *SpecEd Ltr** ** Use appropriate letter if a student has either a 504 Plan or an (IEP)Individualized Education Plan*

* A scanned copy of the Behavior Letter MUST be uploaded to the student's Infinite Campus Documents tab.

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Resolution			Resolution Start Date	Resolution Start Time	Resolution End Date	Resolution End Time	Attendance Code	Attendance	* Behavior Letter Wizard - Letter Name
PBIS – PALS			**Resolution Start Date**	**Resolution Start Time**	**Resolution End Date**	**Resolution End Time**	**Attendance Code**	**Attendance**	*** Behavior Letter Wizard - Letter Name**
			Date Resolution Began	For Full School Day Use School Start Time (ex 7:30 or 9:00 am), otherwise time resolution began	Date Resolution Ends	For Full School Day Use End Time (ex 2:30 or 3:30), otherwise use time resolution ended.	PALS: PALS - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance should be recorded as a PALS from the Resolution Start Date/Time until the Resolution Date/Time	PALS Letter
PBIS – PEAK/ISS			**Resolution Start Date**	**Resolution Start Time**	**Resolution End Date**	**Resolution End Time**	**Attendance Code**	**Attendance**	*** Behavior Letter Wizard - Letter Name**
			Date Resolution Began	For Full School Day Use School Start Time (ex 7:30 or 9:00 am), otherwise time resolution began	Date Resolution Ends	For Full School Day Use End Time (ex 2:30 or 3:30), otherwise use time resolution ended.	ISS: In School Suspension - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance should be recorded as a ISS from the Resolution Start Date/Time until the Resolution Date/Time	PEAK Letter
PBIS – OSS/Out of School Suspension (without classwork)		**The school shall initially code the absence as "Out of School Suspension without Homework" as no work has been completed**							
Hearing with Removal during the school day	Student left class during the school day did not return until the Hearing	Date of First Absence	School Start Time (ex 7:30 or 9:00 am)	Last Date of Suspension (One school day prior to the return date)	School End Time (ex 2:30 or 3:30)	OSW: OSW without homework - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance should be recorded as a OSW from the Resolution Start Date/Time until the Resolution Date/Time	Out of School Suspension	
Hearing with Removal starting next school day	Student finished classes the day of removal and did NOT return until the hearing.	Date of First Absence	School Start Time (ex 7:30 or 9:00 am)	Last Date of Suspension (One school day prior to the return date)	School End Time (ex 2:30 or 3:30)	OSW: OSW without homework - A "Check for Attendance Conflicts" Button will appear at the bottom of Resolution Details after the code is selected.	Attendance should be recorded as a OSW from the Resolution Start Date/Time until the Resolution Date/Time	Out of School Suspension	
PBIS – OSS/Out of School Suspension (with classwork)		**The school shall initially code the absence as "Out of School Suspension without Homework" as no work has been completed. Once the assignment(s) have been completed, the educator shall either notify the principal or designated building administrator via email or submit the completed Out of School Suspension Assignment Form, whichever is applicable, for determination as to whether the absence may be modified to "Out of School Suspension with Homework."**							

Resolution		Resolution Start Date	Resolution Start Time	Resolution End Date	Resolution End Time	Behavior Letter	Attendance
PBIS - Bus ridership suspension		Enter the dates and time when the student will serve the resolution					Resolution Code does not create or modify attendance code
PBIS - Conference with Student		Enter the date and time of the conference					Resolution Code does not create or modify attendance code
PBIS - Detention		Enter the dates and time when the student will serve the resolution					Resolution Code does not create or modify attendance code
PBIS - Loss of priviledge		Enter the dates and time when the student will serve the resolution					Resolution Code does not create or modify attendance code
PBIS - Parent contact		Enter the date and time of the conference				Use the Behavior Letter Wizard to determine the appropriate letter	Resolution Code does not create or modify attendance code
PBIS - Restitution		Enter the date and time of the conference					Resolution Code does not create or modify attendance code
PBIS - SAIL referral		Enter the date and time of the conference					Resolution Code does not create or modify attendance code
PBIS - Social agency referral		Enter the date and time of the conference					Resolution Code does not create or modify attendance code
PBIS - Time out < 1 hour		Enter the dates and time when the student will serve the resolution					Resolution Code does not create or modify attendance code
PBIS - Time out > hour		Enter the dates and time when the student will serve the resolution					Resolution Code does not create or modify attendance code

* A scanned copy of the Behavior Letter MUST be uploaded to the student's Infinite Campus Documents tab.

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