

## Why am I not seeing any data on my PIMS Discipline files?

First, make sure your incident types are correctly set up. You should have at least one incident type flagged as "Report to DOE" = Yes. Go to Discipline System > Maintenance " Discipline > Incident Types.

Once you have identified which is your reportable incident type, make sure your reportable incident codes (i.e. the "W" codes) have the correct State Code entered and are also coded with one of the state reportable incident types identified above (Discipline System > Maintenance " Discipline > Incidents.

Finally, make sure your reportable student incidents have the "Report to DOE" check box selected.

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