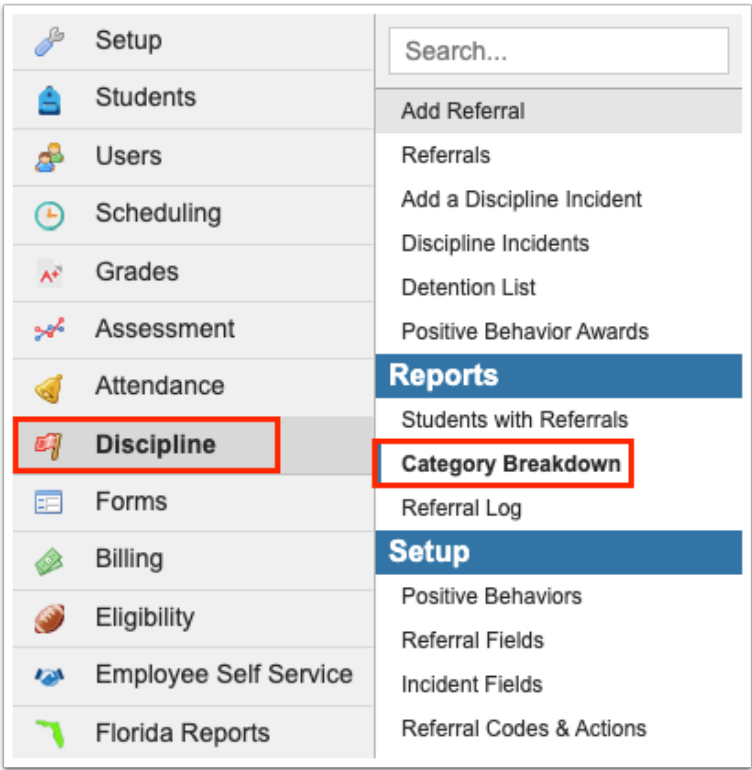


Category Breakdown

The Category Breakdown report displays graphs based on fields on the Referral form. The report can be viewed as a column (bar) graph, pie chart, or list. The report allows for cross-referencing the discipline data against student demographics.

Viewing the Category Breakdown Report

1. In the **Discipline** menu, click **Category Breakdown**.



2. In the **Please Select a Category** pull-down, select the category of discipline data to view. The categories are based on fields from the referral form.

💡 Select the Month & Year option to use the report timeframe to display discipline information by month and year. Select the School Year option to use the report timeframe to display discipline information by school year.

Please Select a Category

Report Timeframe: August 1 2022 - August 28 2023

☐ Show Zero Items ☐ Include Minor Infractions

3. In the **Breakdown Further?** pull-down, select a student field to include on the report.

💡 To quickly find a student field in the list, begin typing the field name in the **Filter** text box at the top of the pull-down. The list of options will filter based upon the entered criteria.

Referral - Location ☐ Show Zero Items ☐ Include Minor Infractions

Breakdown Further?

Q gender

- Primary Info - Gender
- General Demographics - Gender
- General Registration - Gender
- Controlled School Choice - Gender
- Enrollment - Student Offender Transfer
- WIOA - AGE, Ex-Offender
- General Demographics - Parent Requirements Understood?
- General Demographics - Race: Native Hawaiian or Other Pacific Islander
- General Demographics - Has your child previously attended Focus School?
- General Registration - Race: Native Hawaiian or Other Pacific Islander

💡 To search for a specific subgroup of students, click **Advanced** and define the search criteria in the Search Screen.

4. Modify the **Report Timeframe** as needed using the pull-downs or calendar icons.

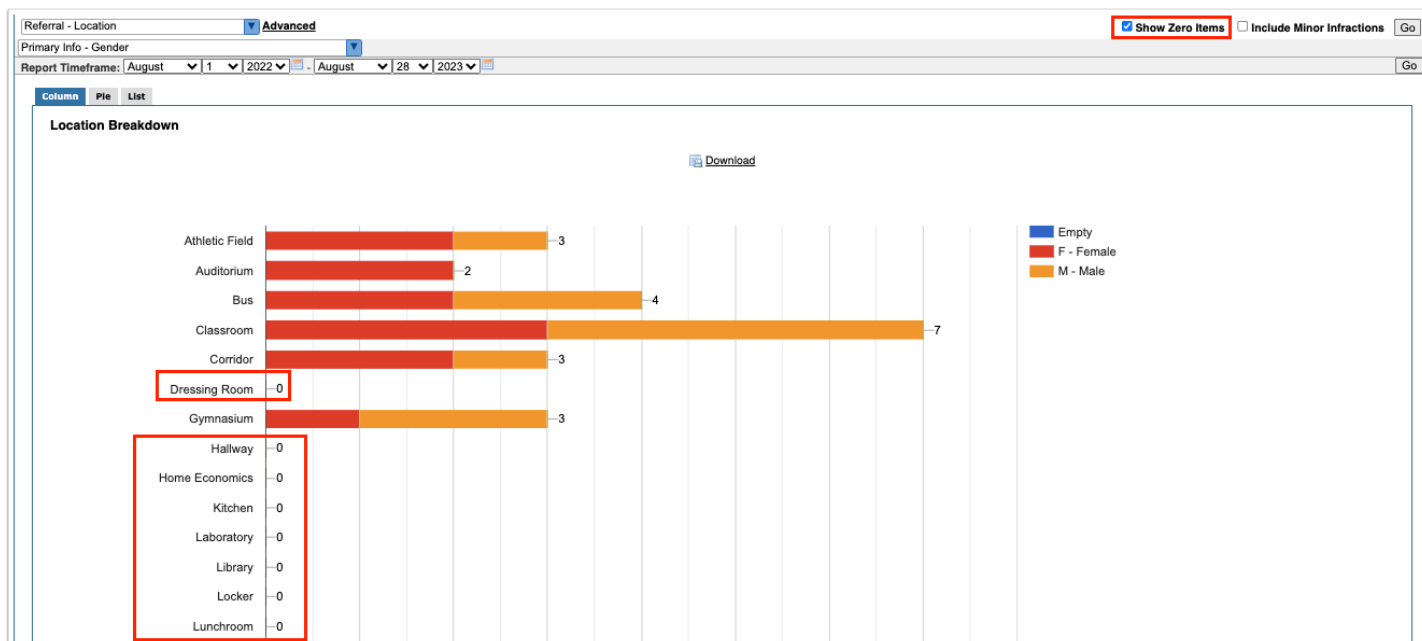
5. Click **Go** to refresh the report.

Referral - Location ☐ Show Zero Items ☐ Include Minor Infractions

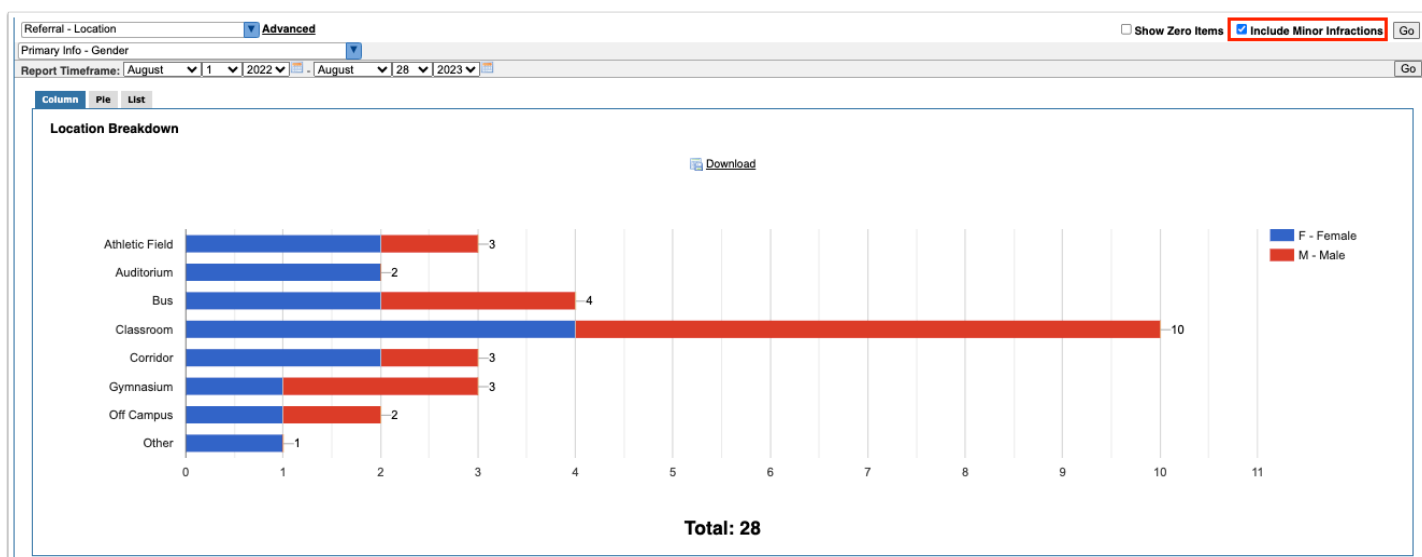
Primary Info - Gender

Report Timeframe: August 1 2022 - August 28 2023

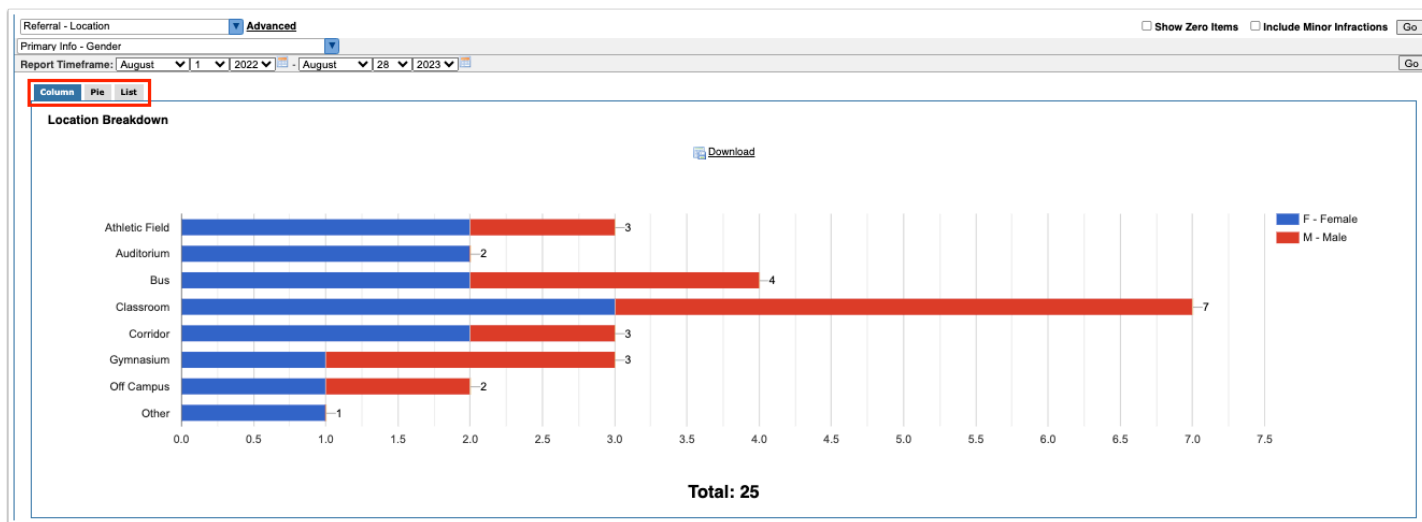
6. Select **Show Zero Items** to include items on the report that have a zero value.



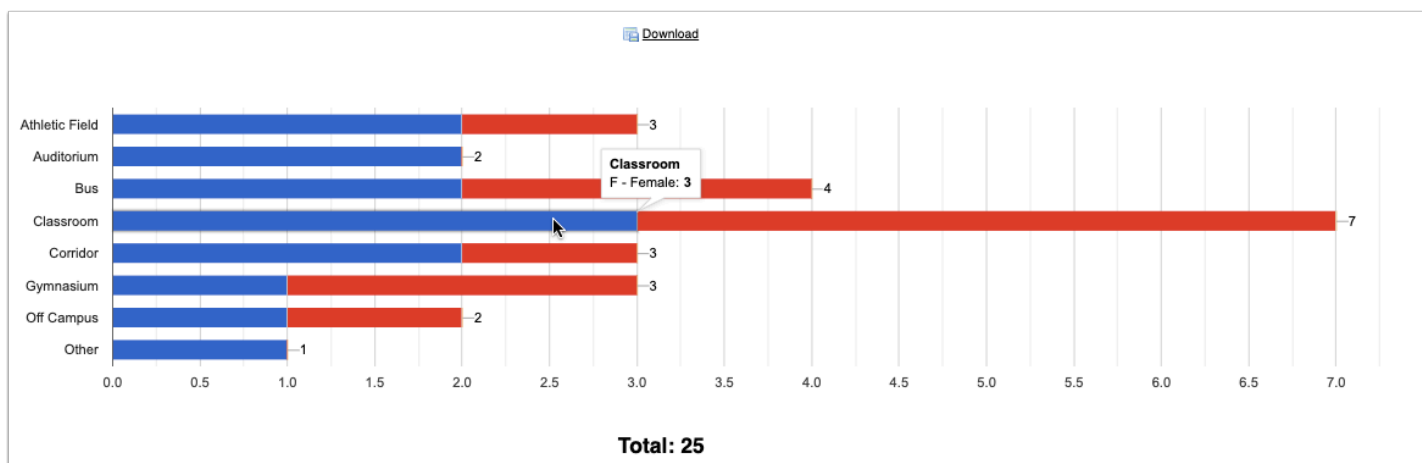
7. If the minor infractions functionality is enabled for your school (Setup > [System Preferences](#) > [General tab](#) > "Enable Minor Infractions"), select **Include Minor Infractions** if you would like to include minor infractions on the report.



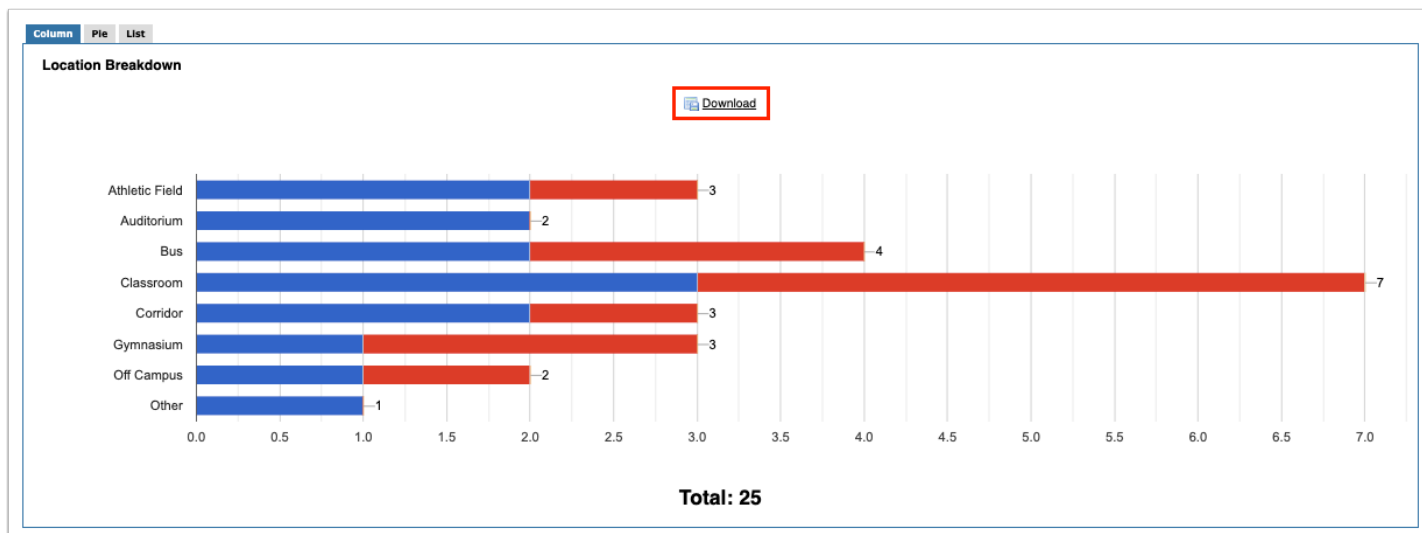
8. Click the **Column**, **Pie**, and **List** tabs to view the graph as a column (bar) graph, pie chart, or list.



9. On the Column graph or Pie chart, hover the mouse over a column or section of the pie chart to view the data the bar/section represents. Click the bar or section to view a list of the referrals.



10. For the Column graph or Pie chart, click **Download** to generate a printable graph.



11. For the List, click the Excel or print icon to export the report or print a PDF of the report.

Column Pie List

Location Breakdown

8 Records Export Filter: OFF

	F - Female	M - Male
Athletic Field	2	1
Auditorium	2	0
Bus	2	2
Classroom	3	4
Corridor	2	1
Gymnasium	1	2
Off Campus	1	1
Other	1	0