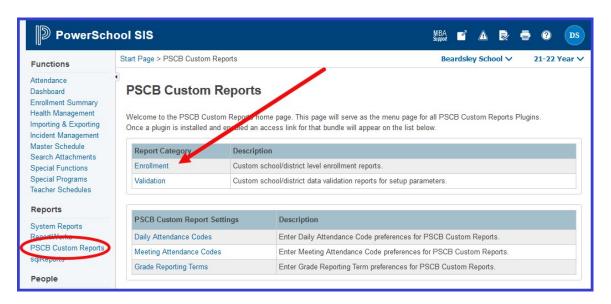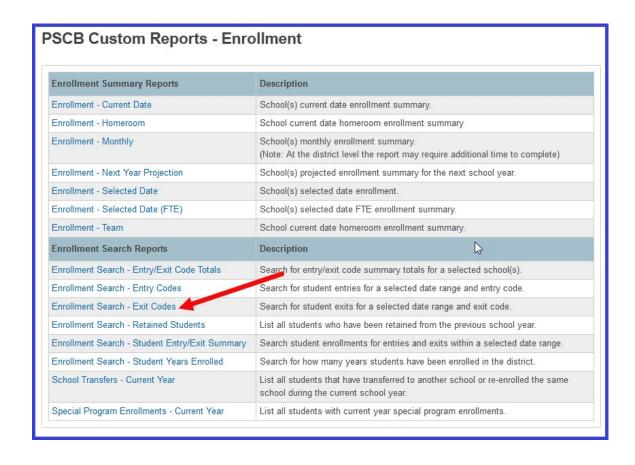# How to View/Edit Discipline Logs
For Exited Students

From the Start Page, select "PSCB Custom Reports"
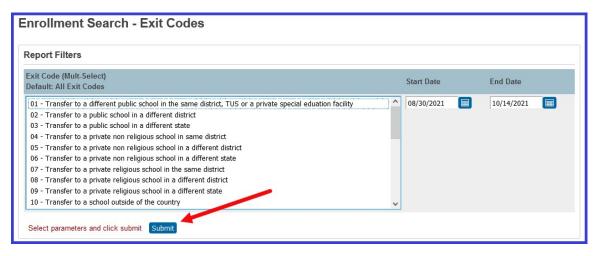Once the page opens, select "Enrollment"

Under Enrollment Search Reports, select "Enrollment Search -Exit Codes"

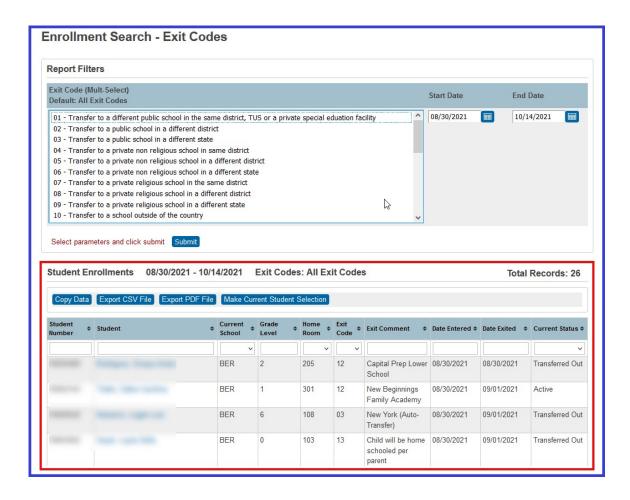When the page opens, select the start and end dates. If you want, you can select a search for only specific exit codes. Then hit "Submit".
NOTE: By not selecting any Exit Code, the report will list all.

The report will appear on the same page, as shown below in the red box. This way if you need to expand the date range, simply enter the new dates and click "Submit".
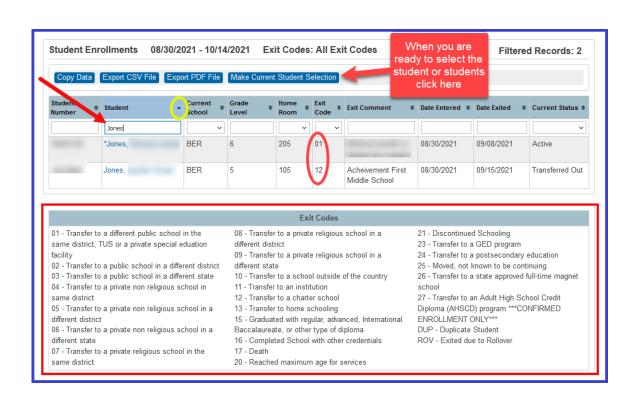Note: The report will not be in a red box.

Looking closer at the report, each column can be sorted by clicking on the icon in the column, (see yellow circle).

To filter the column, start typing in the search box below the column title (red arrow).
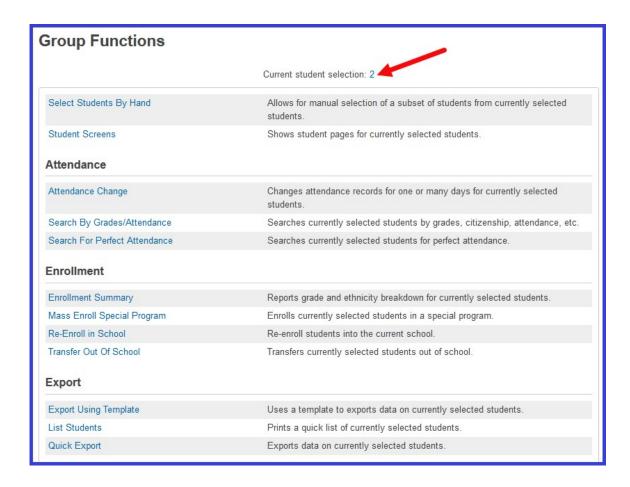
The Exit Code for the student is the numeric code. The descriptions for all the codes are on the bottom of the report (red box).

Once you have narrowed your selection, click on "Make Current Student Selection".
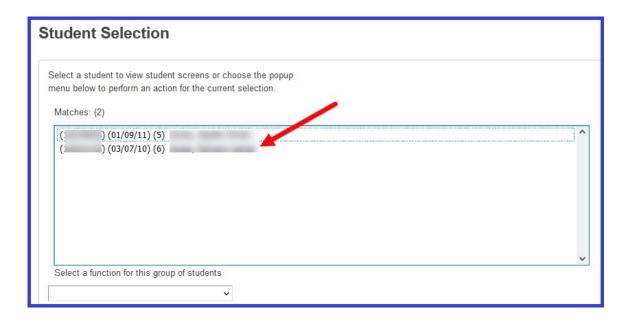
If you click the student's name instead, you'll be brought to the "Transfer Info" page but will not be able to navigate to any other part of the student's record.

Student Enrollments   08/30/2021 - 10/14/2021   Exit Codes: All Exit Codes   **Filtered Records: 2**

Copy Data   Export CSV File   Export PDF File   Make Current Student Selection

When you are ready to select the student or students click here

Student Number	Student	Current School	Grade Level	Home Room	Exit Code	Exit Comment	Date Entered	Date Exited	Current Status
	Jones								
	*Jones,	BER	6	205	01		08/30/2021	09/08/2021	Active
	Jones,	BER	5	105	12	Acheivement First Middle School	08/30/2021	09/15/2021	Transferred Out

Exit Codes

01 - Transfer to a different public school in the same district, TUS or a private special eduation facility
02 - Transfer to a public school in a different district
03 - Transfer to a public school in a different state
04 - Transfer to a private non religious school in same district
05 - Transfer to a private non religious school in a different district
06 - Transfer to a private non religious school in a different state
07 - Transfer to a private religious school in the same district

08 - Transfer to a private religious school in a different district
09 - Transfer to a private religious school in a different state
10 - Transfer to a school outside of the country
11 - Transfer to an institution
12 - Transfer to a charter school
13 - Transfer to home schooling
15 - Graduated with regular, advanced, International Baccalaureate, or other type of diploma
16 - Completed School with other credentials
17 - Death
20 - Reached maximum age for services

21 - Discontinued Schooling
23 - Transfer to a GED program
24 - Transfer to a postsecondary education
25 - Moved, not known to be continuing
26 - Transfer to a state approved full-time magnet school
27 - Transfer to an Adult High School Credit Diploma (AHSCD) program ***CONFIRMED ENROLLMENT ONLY***
DUP - Duplicate Student
ROV - Exited due to Rollover

You will be brought to the "Group Functions" page. At the top of the page you'll see "Current student selection:" and in blue, the number of students that you selected from the report. Click on that number.

The page will display all the students in the selection in a list. Select the student record you want.

PowerSchool will remember what page you used last to view a student record and will display that page with the student you selected from the selection list. In other words, if you were looking at demographics, that's the page that will be displayed. If you were looking at Quick Lookup, that will be the page displayed. However, you can navigate to any page you need to.