

## Discipline Data Correction – Student Discipline Code Out of Sequence Report


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The Student Discipline Code Out of Sequence Report will list students that have discipline incidents in Aeries that have not been submitted to CALPADS due to the Assertive Discipline Code(s) being entered out of sequence.

1. Go to the **Technology Services** website at <http://ts.rusd.edu/>
2. Login to the site using your district username and password.
3. Under Applications select **Discipline Data Correction Tool**.
4. Select **Report 1** (default).
5. The **School:** field will default to your site.
6. The **Incident Date From:** will default to the current Academic Year but can be modified based on site's preference.
7. **Select Students:** allows the user to specify if they want the report to include All Students, Special Ed students only, or Non-Special Ed students only.
8. Sites can select specific Assertive Discipline Codes to include in the report; by default all codes will be selected. To select only certain codes, click on the **DeSelect All** option and put a check next to the codes you want to include on the report.
9. The **Show Report in:** option allows the user to select whether they want the report exported to Adobe Acrobat or Excel.
10. Once all options are selected, click on the **Show Report** button.

### Student Discipline Code Out of Sequence Report

[Report 1](#)   
[Report 2](#)

**Objective:**  
 This report list students that have discipline incidents in Aeries that have not been submitted to CALPADS due to the Assertive Discipline code(s) entered out of sequence order.

**Report Parameters:**

**School:** Choose School ▼


**Incident Date From:** 7/1/2013 **To:** 6/30/2014

**Select Students:** ALL Students (Special Ed and Non-Special Ed) ▼


**Filter Discipline Codes:**

**Please choose the codes to filter the data for:**

1 - Possession, sale, furnish firearm (101)  
 2 - Possession imitation firearm (102)  
 3 - Possession, sale, furnish knife (501)  
 4 - Brandish a knife (103)  
 5 - Possession dangerous object (101)  
 6 - Possession imitation other weapon (102)  
 7 - Possession bomb (101)  
 8 - Possession explosive (101)  
 9 - Possession fireworks (101)  
 10 - Bomb threat (508)  
 11 - Dangerous object (101)  
 12 - Arson (512)  
 13 - Burglary (601)  
 14 - Theft school property (601)  
 15 - Theft student property (601)  
 16 - Theft employee property (601)  
 17 - Vandal school property (512)

 DeSelect All

**Show Report in:**  Adobe Acrobat  Microsoft Excel

 Show Report

11. The report will display all students who currently have a Discipline record where the codes were entered in an incorrect sequence; any student that appears on the list will need to be corrected for **EOY 3 – Discipline**.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Row	Stu SSID	Sch.	Stu Id	Student Last Name	Student First Name	M/F	Eth.	Race	S/E	Incident Date	Incident ID	Calapds Code	Aeries Code	Aeries Codes For Incident
1	201070888	66	201070	Naggar	Man	M	N	600	Y	04/10/2014	463558	510	90	64, 90
2	201021270	66	201021	Ngara	Joan	M	Y	999	N	01/14/2014	446729	511	68	67, 68
3	201077088	66	201077	Munoz	Carla	M	Y	999	Y	05/08/2014	467082	511	68	64, 68, 67
4	201077088	66	201077	Munoz	Carla	M	N	700	N	02/20/2014	452577	511	68	64, 68, 67
5	201077088	66	201077	Munoz	Carla	M	Y	700	N	01/22/2014	447326	510	90	65, 67, 90
6	201070888	66	201070	Ngara	Imogen	M	N	600	Y	03/18/2014	457888	511	68	64, 67, 68
7	202711774	66	271176	Tranborek	Collette	M	Y	999	N	03/28/2014	460587	511	68	69, 64, 67, 68
8	202711774	66	271176	Tranborek	Joan	M	Y	999	N	03/19/2014	459324	511	68	64, 68, 67
9	202708128	66	270808	Ngan	Theresa	M	N	600	N	04/28/2014	465387	511	68	69, 64, 68
10	300712407	66	273377	Ngan	Phuong	M	Y	999	N	02/20/2014	452413	511	68	67, 68



12. The **Aeries Code (Column 14)** displays the Assertive Discipline Code that is the most severe and should be listed first in the student's discipline record.
13. The **Aeries Code For Incident (Column 15)** displays the in-correct order in which the codes are currently entered in Aeries.
14. It is important that before any changes are made to the Assertive Discipline Codes in Aeries that the SSA Date is reviewed in the event that the updates/changes made modifies the SSA date.



*(Technology Services recommends that if the student has an **SSA Date**, that the date be written down **before** any changes are made in the discipline record; if the date of the **SSA** does change, it is the schools responsibility to determine and populate the **SSA Date** field with the correct date)*

15. The **Incident ID** number may need to be corrected in the event that updating the Assertive Discipline Codes changes the **Incident ID** number. If the **Incident ID** number does change, the site **MUST** manually re-enter the original **Incident ID** number. Sites will need to take note of the **Incident ID** number prior to making any changes.
16. If sites have no Assertive Discipline data to correct/update, when the report is ran the following message will appear:

