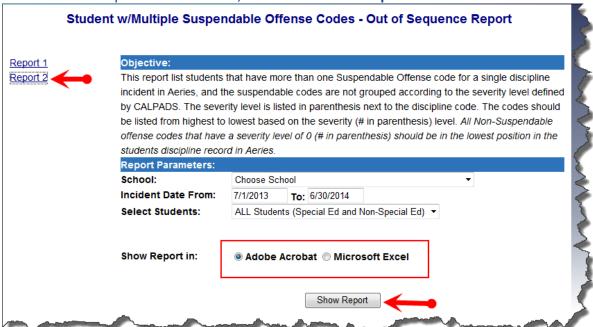


Discipline Data Correction – Student with Multiple Suspendable Offense Codes Out of Sequence Report



The Student with Multiple Suspendable Offense Codes out of Sequence Report will list students that have more than one Suspendable Offense code for a single discipline incident in Aeries, and the suspendable codes are not grouped according to severity level defined by CALPADS. Codes in Aeries should be listed from highest to lowest based on severity level.

- 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. Click on Report 2.
- 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. The **Show Report in:** option allows the user to select whether they want the report exported to Adobe Acrobat or Excel.
- 9. Once all options are selected, click on the **Show Report** button.





10. The report will display all students who currently have a Discipline record with multiple suspendable offense codes that are out of sequence.

All Students on this list MUST be corrected for EOY 3 – Discipline.

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Row 1	Stu SSID	Sch.	Stu Id	Last Name 5	First Name	M/F 7	Eth.	Race 9	S/E 10	Incident Date 11	Incident ID 12	Code 1 (Sev.) 13	Code 2 (Sev.) 14	Code 3 (Sev.) 15	Code 4 (Sev.) 16	Code 5 (Sev.) 17
1	(8) (877.69)	980	200310	Mantine	(Charles)	M	Υ	999	N	03/17/2014	458390	68 (60)	67 (0)	90 (80)		
2	70775160E	100	<i>3</i> 7946	Sultre	Tiden	M	Υ	999	Υ	03/27/2014	460149	64 (0)	90 (80)	68 (60)	62 (0)	
3	18677497965	980	371000	William	(Switzenson)	М	N	600	Υ	10/22/2013	434912	55 (70)	11 (90)			
4	4010033003	100	30307	House	desiffue	M	Υ	999	N	03/17/2014	457750	68 (60)	64 (0)	90 (80)		
5	IB770001630	980	200279	Beater	(Secolo:	М	Υ	999	Υ	02/07/2014	450235	90 (80)	64 (0)	68 (60)		
6	:077005G86:	100	301108	differen	/Multilap/	F	N	600	N	04/09/2014	461451	68 (60)	90 (80)	67 (0)		
7	10140077014	986	200005	/feelile	Heyen	М	Υ	999	N	04/17/2014	462840	68 (60)	90 (80)			
8	7071916E	100	89481	Tomanie:	Distriction	M	Υ	999	N	01/14/2014	446522	67 (0)	68 (60)	77 (80)		
9	7097192168	980	304531	Smake	(Stanfage)	М	Υ	999	N	03/27/2014	460567	64 (0)	90 (80)	68 (60)		
10	7047060450		1374P	opton		-		بالمالس	۷ħ.,	1/20/20/	020	eo-reo/	107-10 ₁	-90.480)		

- 11. The Code 1 (Sev.) Code 5 (Sev.) (columns 13-17) columns display the Assertive Discipline Codes and the sequence of those codes currently populated in Aeries. The number in parenthesis reflects the Severity Level of that particular Aeries Code. Sites MUST use the (Severity Level) listed in the columns to determine the order in which the discipline codes need to be entered. Aeries Codes with a Severity Level of (0) need to be in the last position.
- 12. 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)

- 13. 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.
- 14. If sites have no Assertive Discipline data to correct/update, when the report is ran the following message will appear:

No Data	a	
A	No data found	ОК

