

## 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.

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. 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.

**Student w/Multiple Suspendable Offense Codes - Out of Sequence Report**

[Report 1](#)  
[Report 2](#) ←

**Objective:**  
This report 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 the severity level defined by CALPADS. The severity level is listed in parenthesis next to the discipline code. The codes should be listed from highest to lowest based on the severity (# in parenthesis) level. *All Non-Suspendable offense codes that have a severity level of 0 (# in parenthesis) should be in the lowest position in the students discipline record in Aeries.*

**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) ▾

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

Show Report ←

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.

Row 1	Stu_SSID 2	Sch. 3	Stu Id 4	Last Name 5	First Name 6	M/F 7	Eth. 8	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	0010071000	00	200100	Thompson	Theresa	M	Y	999	N	03/17/2014	458390	68 (60)	67 (0)	90 (80)		
2	0027101000	00	271000	Thompson	Theresa	M	Y	999	Y	03/27/2014	460149	64 (0)	90 (80)	68 (60)	62 (0)	
3	0027101000	00	271000	Thompson	Theresa	M	N	600	Y	10/22/2013	434912	55 (70)	11 (90)			
4	0010071000	00	200100	Thompson	Theresa	M	Y	999	N	03/17/2014	457750	68 (60)	64 (0)	90 (80)		
5	0010071000	00	200100	Thompson	Theresa	M	Y	999	Y	02/07/2014	450235	90 (80)	64 (0)	68 (60)		
6	0010071000	00	200100	Thompson	Theresa	F	N	600	N	04/09/2014	461451	68 (60)	90 (80)	67 (0)		
7	0010071000	00	200100	Thompson	Theresa	M	Y	999	N	04/17/2014	462840	68 (60)	90 (80)			
8	0027101000	00	271000	Thompson	Theresa	M	Y	999	N	01/14/2014	446522	67 (0)	68 (60)	77 (80)		
9	0027101000	00	271000	Thompson	Theresa	M	Y	999	N	03/27/2014	460567	64 (0)	90 (80)	68 (60)		
10	7047080450	00	3210	Thompson	Theresa	M	Y	999	N	10/01/2013	441020	68 (60)	67 (0)	90 (80)		

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:

