AERIES PROCEDURES: SARB
IRVINE UNIFIED SCHOOL DISTRICT

STEP 1

Access Student's main page and select the "Guidance" tab, then select "Assertive Discipline".

STEP 2

Click on "Add New Discipline Record"

STEP 3

Fill out blue highlighted areas:
- Date
- School
- Referrer
- Violations

STEP 4

Fill in "Description of Incident"; do not save until STEP 5 is completed

STEP 5

Add New Administrative Action

STEP 6
- Select SARB Letter 1 or 2 under "Administrative Action"
- Select code: 10 School or District Personnel under "Authority"

***Don't forget to save

STEP 7

Lastly, don't forget to save the data entry in its entirety.

Adjustments

Verify all information is correct after saving. If something needs to be adjusted you can click "Change" to modify any information in the first section. To modify any information in "Administrative Decisions", select the pencil icon in Section 2.

Result

Click back on the "Assertive Discipline" tab on the far left and it should prompt this screen. Your new Discipline Record should be listed.