



AERIES PROCEDURES: SARB IRVINE UNIFIED SCHOOL DISTRICT

UPDATED:
November 2017

Date	Violation	Action
11/15/2017	TB- Truancy	S1
9/18/2017	TB- Truancy	S1
9/15/2017	TB- Truancy	S1
9/14/2017	TB- Truancy	S2
9/14/2017	TB- Truancy	S1

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

Date: 11/15/2017 Time: Exact: Apprx: School: Irvine Control School

Incident ID: 0 Referrer: Daisy Duck Substitute? Location:

Violations: Truancy

STEP 4

Description of Incident: SARB 1; 11/15/17 - Daisy Duck

STEP 5

Add New Administrative Action

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 6a

Administrative Action
SARB Letter 1

STEP 6b

Authority
School or District P

Date: 11/15/2017 Time: Exact: Apprx: School: Irvine Control School

You do not have read permission to - 504 Plan (FOF).
The status is unknown and this record could be inaccurate.

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

Save Cancel

Description of Incident
SARB 1; 11/15/17 - Daisy Duck

You do not have read permission to - 504 Plan (FOF).
The status is unknown and this record could be inaccurate.

STEP 7

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

Aeries Student Information System

2017-2018 Irvine Control School Darian Gonzalez

Assertive Discipline

Windy Breeze

Page Comment

Student Data STU - Check with student services before completing enrollment

SECTION 1

Select: 11/15/2017 | TB | Truancy | S1

General Additional Info Expulsions Victims Witnesses

Date: 11/15/2017 Time: School of Incident: 990 - Irvine Control Schl

Incident ID: 310306 Referrer: Daisy Duck Location:

Violations Pre-Referral Interventions

TB - Truancy

Possible Motivation Weapon Type Demerits Initials Tag Instructional Support

None (Default) 0.00 -

Description of Incident

SARB 1; 11/15/17 - Daisy Duck

Add New Discipline Record Change Delete Copy Print Letter

SECTION 2

Administrative Decisions (Dispositions)

SARB Letter 1 Action Authority: School or District Personnel

Add New Administrative Action

Total Demerits

This Year	Cumulative
0	0

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.

Aeries Student Information System

2017-2018 Irvine Control School Darian Gonzalez

Assertive Discipline

Windy Breeze

Page Comment

Student Data STU - Check with student services before completing enrollment

SSA Date: 02/17/2017

Add New Discipline Record

Select a Record to View Details:

Date	Violation	Action
11/16/2017	0C- 48900 (c) Controlled substance offense	
11/15/2017	TB- Truancy	S1
2/17/2017	0B- 48900 (b) Unlawfully possessed firearm/knife	
1/27/2017	+1- MINOR-INAPPROPRIATE LANGUAGE	

Total Demerits

This Year	Cumulative
0	0

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.