Student Services Reference Guide

AERIES PROCEDURES: SARB IRVINE UNIFIED SCHOOL DISTRICT

UPDATED: November 2017

Aeries <	2017-2018 V Irvine Control School V		Darian Gonzalez 🗸 🌘			
Student Information System	Assertive	Discipline	☆ 🖨 디			
● 📄 ☆ Pages Reports Favorites	G					
	Page	Comment				
Filter Pages	Student Data STU - Check with student services before completing enrollment					
Cappionicinal						
Contacts						
Attendance						
Attendance Enrollment		× ×				
Enrollment History	STEP 2					
Attendance History	Add New Di	scipline Record				
EP 1	Select a	Record to View Detail				
Guidance ^	Date	Violation	Action			
Assertius Dissipling	11/15/2017	TB- Truancy	S1			
Assertive Discipline	9/18/2017	TB- Truancy	S1			
Counseling	9/15/2017	TB- Truancy	S1			
	9/14/2017	TB- Truancy	S2			
Visitation						

STEP 1

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

STEP 2

Click on "Add New Discipline Record"

Aeries	2017-2018 Irvine Control School Darian Gonzalez
Find Students	🔾 Assertive Discipline 🛛 🖓 🔒
● 📄 ☆ Pages Reports Favori	O Windy Breeze ∨ O Addt'l Info Flags () Programs 0 User Codes tes Comment C
 Filter Pages Contacts Attendance 	Student Data STU - Check with student services before completing enrollment
Attendance Enrollment Enrollment History Attendance History	SSA Date: 02/17/2017 X STEP 3 General Additional Info Expulsions Victims Witnesses
Grades	✓ Date: 11/15/2017 ☐ Time: Exact: Apprx: ▼ School: Irvine Control School ▼
Guidance	^ Daisy Duck ▼ Substitute?
Assertive Discipline	Violations Pro-Deferral Interventions
Counseling	
Visitation	
Retentions	
Victims	
Discipline Incidents	CODE TB AND DESCRIPTION
Discipline Dashboard	
Interventions	Possible Motivation Weapon Type Demerits Initials Tag Suppo
Test Scores	▼ 0.00 ▼ 0.00
Medical	You do not have read permission to - 504 Plan (FOF).
Scheduling	STEP 4
Programs	SARB 1: 11/15/17 - Daisy Duck
Other	V
Reports	
Attendance Accounting	Save Cancel
Grade Reporting	✓ Administrative Decisions (Dispositions)
Standards Based Grades	× STEP 5
Scheduling Process	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

	Assertive Discipline 🌾 🖨
•	
Filter Pages	Student Data STU - Check with student services before completing enrollment
	X
	SSA Date: 02/11/2017
Attendance History	
	Date: 11/15/2017 Time: Exact: Apprx: School: Irvine Control School
Guidance	Date: 11/15/2017 Time: Exact: Apprx: V school: Invine Control School
Guidance Administrative Assertiv	Decisi STEP 6a
Guidance Assertiv Counsel	Decisi STEP 6a X Administrative Action
Guidance Assertiv Counsel Visitatio	Date: 11/15/2017 Time: Exact: Apprx: Invine Control School Decisi STEP 6a X Administrative Action SARB Letter 1
Guidance Assertiv Counsel Visitatio Retentic	Date: 11/15/2017 Time: Exact: Apprx: x Decisi STEP 6a × Administrative Action SARB Letter 1 Start Date End Date Return Date
Guidance Assertiv Counse Visitatio Retentic Victims	Date: 11/15/2017 Image: Exact: Apprx: School: Invine Control School Decisi STEP 6a X Administrative Action Start Date End Date Return Date Start Date End Date Return Date STEP 6b
Guidance Assertiv Counsel Visitatio Retentic Victims Disciplir	Date: 11/15/2017 Time: Exact: Apprx: * School: Invine Control School Decisi STEP 6a × × × × Start Date End Date Return Date Return Status STEP 6b Image: Control School Image: Control School on Authority Placement Result
Guidance Assertiv Counse Visitatio Retentic Victims Disciplin Disciplin	Date: 11/15/2017 Image: Exact: Apprx: Image: Exact: Apprx: Image: Exact: Im
Guidance Assertiv Counsel Visitatio Retentic Victims Disciplir Intervent	Date: 11/15/2017 Image: Exact: Apprx: Image: Exact: Apprx: Image: Exact: Apprx: Image: Exact: Image: Exact: Apprx: Image: Exact:
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Guidance Assertiv Counsel Visitatio Retentic Victims Disciplir Disciplir Intervent Test Scor	Date: 10/15/2017 Image: Exact: Apprx: Image: Exact: Image: Exact: Apprx: Image: Exact: Image: Exact: Apprx: Image: Exact: Image: Exact: Image: Exact: Image: Exact: Apprx: Image: Exact: Image: Exact: Image: Exact: Apprx: Image: Exact: Im

STEP 6

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

Aeries 2 6 9 Assertive Discipline Q Pages Page Comment Student Data STU - Check with student services before completing enrollmen T Filter Pages.. Attendance Attendance Enrollment Enrollment History General Additional Info Expulsions Victims Witnesses Attendance History Date: 11/15/2017 🛅 Time: Exact: School: Irvine Control School v v Referrer: Daisy Duck
 Substitute? Assertive Discipline Counseling v Interventions ▼ 0.00 Wot Ap $\overline{\mathbf{v}}$ Ŧ Programs SARB 1; 11/15/17 - Daisy Duck STEP 7 Reports Save Cancel Attendance Accounting

***Don't forget to save

STEP 7

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

ind Students	💽 Assertive Discipline 🛱 🔒				
•	⊙ Windy Breeze ∽ ⊙ Addt'l Info _Flags 1 Programs 0 User Codes <				
Pages Reports Pavorites	Page Comment				
Filter Pages	Student Data STU - Check with student services before completing enrollment				
Contacts					
Attendance					
Attendance Enrollment	·				
Enrollment History	SECTION 1				
Attendance History	Select: 11/15/2017 TB Truancy S1				
Grades	General Additional Info Expulsions Victims Witnesses				
Guidance	A Date: 11/15/2017 Time: School of Incident: 990 - Irvine Control Schl				
Assertive Discipline	Incident ID: 310306 C Referrer: Daisy Duck Location:				
Counseling	Violations Pre-Referral Interventions				
Visitation	TB - Truancy				
Retentions	Instructional Possible Motivation Weapon Type Demerits Initials Tag Support				
Victims	None (Default) 0.00 -				
Discipline Incidents	Description of Incident				
Discipline Dashboard	SARB 1; 11/15/17 - Daisy Duck				
Interventions	Add New Discipline Record Change Delete Copy Print Letter				
Test Scores	Administrative Decisions (Dispositions)				
Medical	SARB Letter 1 Action Authority: School or District Personnel				
Scheduling	Vew Administrative Action				
Programs	✓ Total Demerits				
Other	This Year Cumulative				
Reports	0 0				
Attendance Accounting	•				
instruction recounting					

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	< 2017-2018	2017-2018 V Irvine Control School V				Darian Gonzalez		
Find Students	Q Assertive	Assertive Discipline					€	
	G	Windy Breeze ~	⊖ Addt'l Info	Flags 1	Programs O	User C	Coc	
rages Reports ravor	Page	Comment						
T Filter Pages	Student Dat	Student Data STU - Check with student services before completing enrolli			ment			
Contacts								
Attendance								
Attendance Enrollment								
Enrollment History	SSA Date: 02	/17/2017						
Attendance History	Add New D	iscipline Record						
Grades	✓ Select a	Record to View De	etails:					
Guidance	∧ Date	Violation		Action				
Assertive Discipline	11/16/2017	0C- 48900 (c) Controlled	l substance offense					
Counsoling	11/15/2017	TB- Truancy		S1				
Counseling	2/17/2017	0B- 48900 (b)	firearm/knife					
Visitation	1/27/2017	+1- MINOR-INAPPROPRI	ATE LANGUAGE					
Retentions		Total Demerits						
Victims	This Ye	ar Cumulative						
Discipline Incidents	0	0						
Discipline Dashboard								
Interventions	~							

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.