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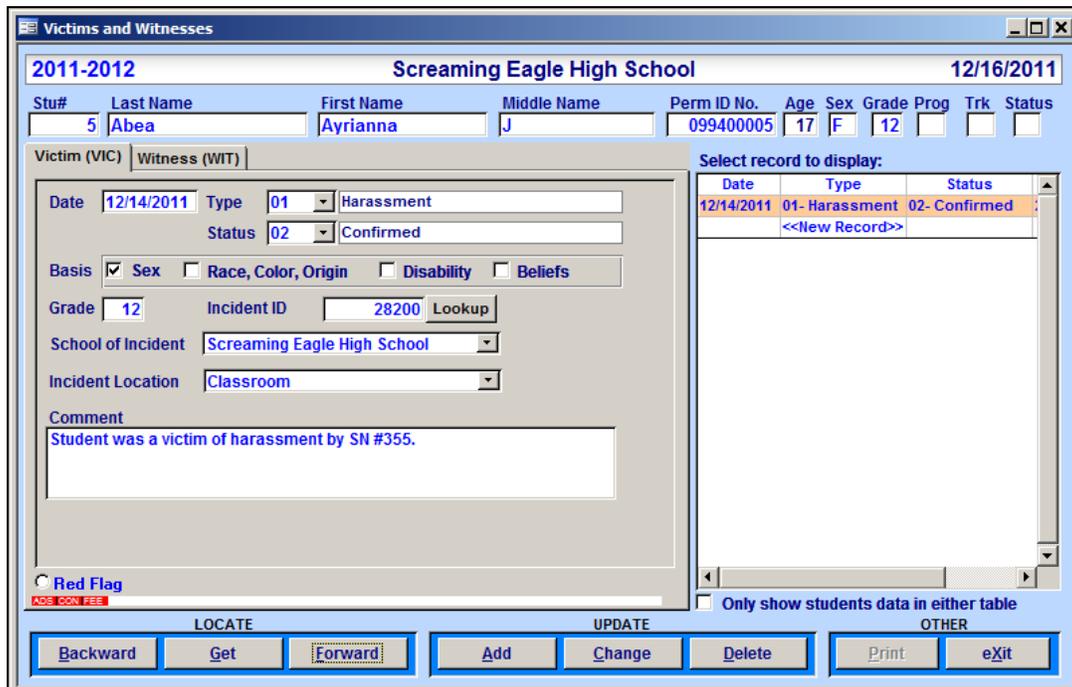**Student Information System**

Victims and Witnesses
December, 16, 2011

The **Victims and Witnesses** form will allow you to store and track information for a student who was a victim or witness to a crime. The Civil Rights report tracks victims of harassment and data can be entered on this form.

The form is accessed from **View all Forms** on the **Control Panel**. The form has a tab for **Victim (VIC)** and another tab for **Witness (WIT).**

The **Victims and Witnesses** form has an Incident ID field. This **Incident ID** field will allow **Victim** or **Witness** records to be linked to **Assertive Discipline** records by populating the field with the same **Incident ID** number. This will enable schools to track multiple students involved in one discipline incident.

INITIAL SET-UP

Users who will be using **Victims** and/or **Witness** forms will need the appropriate permissions to the following tables:

- **VIC – Victims**
- **WIT – Witnesses**

- **ADS – Assertive Discipline** - Users that will be linking the **Incident IID** number of a **Witness** or **Victim** record will need SELECT permissions to the **ADS** table.

The codes to the following fields can be set up in the **Code Table**.

Victims form:
- **VIC.TY – Victim Type.** The default codes are provided as a reference. They can be used in the Civil Rights report, but each district can define their own set of codes or modify the ones provided by Aeries.
- **VIC.ST – Victim Status.** The default codes are provided as a reference. They can be used in the Civil Rights report, but each district can define their own set of codes or modify the ones provided by Aeries.

Witnesses form:

- **WIT.TY - Witness Type**
- **WIT.ST - Witness Status**
- **WIT.LCN and VIC.LCN** - Incident Location pulls from the **ADS.LCN Assertive Discipline Location.**

VICTIMS(VIC) FORM

To access the **Victims** form, from the **Control Panel** click the mouse on the **View All Forms** button. Click the mouse on **Victims and Witnesses** to access the form. The following form will display.

To add a new record, click the mouse on the **Add** button. Enter the information on the form.

INCIDENT ID LOOK UP

On both forms there is a **Lookup** button on the **Incident ID** field. The **Lookup** button can be used to link the **Victim** or **Witness** record with an **Assertive Discipline** record that has been previously entered.

Click the mouse on the **Lookup** button and a date input form will display. The date of the **Victim** or **Witness** record will default but the date can be changed. Click the mouse on the **OK** button to continue and the **Discipline Incidents form** will display.

The **Discipline Incidents form** will display with any student that has a discipline record with the date selected. A date range can be entered or the date can be de-selected to display all discipline records. The **Incident ID** option can be selected and a specific ID can be entered.

To link a **Discipline Incident ID** to a **Victim** or **Witness** record, double click the mouse on the **Discipline Incidents form** on an Incident ID to select it. Once it is highlighted, click the mouse on the **Use Selected IID** button on the lower right of the form.

The **Incident ID** field will now be populated on the **Victims** or **Witness** form.

A summary of records will display to the right of the form. The selected record will have an orange background and the current years records will have a yellow background. Previous years records will not be highlighted unless it is the selected record.

WITNESS (WIT) FORM

To access the **Witness** form, from the **Control Panel** click the mouse on the **View All Forms** button. Click the mouse on **Victims and Witnesses** to access the form. The following form will display. Click the mouse on the **Witness (WIT)** tab and the following form will display.

To add a new record, click the mouse on the **Add** button. Enter the information on the form. The **Incident ID** field can be populated using the **Lookup** button as described on the **Victims** form section.