

How to add Discipline entry for Suspension/Alternative school/ISS

Locate the student in the Student Profile look-up.

Click on the Discipline Offenses tab.

Click on the Add button on the right. Select the Offense. School should be auto-populated. Location and Bus are optional. Enter the Offense Date. Time is optional. The Parent Notified button is for your reference only – it does not automatically notify parents. It's just there to remind you whether or not you contacted the parent. For Incident, always select New Incident. Existing Incident is used when you are entering a discipline entry for multiple students who are involved in the same offense. Discipline Officer and Referred by are both optional. Enter comments if needed. Click Save and Add Action.

Add Action Summary page

Choose the Action. Suspension Type should auto-populate based on your Action selection. Enter the Ordered Date. Enter the date the student will return to school for the Return Date. Very important: enter the number of days the student is to be suspended in the Total Time box and select Days in the drop-down box. This populates the Action Details at the bottom of the screen. Verify that the suspension dates are correct at the bottom of the page and adjust your dates as needed. Make sure there is a check in both of the boxes below:

Create Action Detail Records From The Action Detail Default Values You Have Saved?

Only Create Detail Records for School Days

Detail Start and Stop dates should auto-populate. Check them for accuracy. Action Detail Location is optional. Action status should be Open until the student has served the suspension. Diff Reason, Days served, Follow Up officer, Authorized By, and SE Discipline Action Authority are all optional. Enter a comment in the box if needed. Click Save.

You should now see a pop-up box with the following:

The Action Summary that has been created is associated with a Suspension Type.

Would you like to create a Suspension/Expulsion record at this time?

Select Yes for the program to enter the suspension into the student's attendance record.

Check the Attendance record for accuracy. The suspension type should be entered there for the days of the suspension.