

LACHSA Aeries Quick Guide - Discipline

A Discipline report is created when a student is being referred for a Class or School Suspension.

Step 1: Log into Aeries <http://lachsa.asp.aeries.net/teacher>

Step 2: Click on the **Student Data** node

Step 3: Click on the **Guidance** sub node

Step 4: Click on **Discipline**

Step 5: Click the **Add New Record** button to complete the **Discipline** report (see below)

***Step 6:** You will need to complete three areas of this form- **Code**, **Status** and the **Comment** box. Click



the Floppy Disk Icon to Save. (see below)

Complete the following details for each area:

- **Code** - Click on the blue arrow to view the dropdown menu and select a violation code.
- **Status**- Click on the blue arrow to select a **Status** code (CLS1- Class Suspension - 1 period, CLS2 - Class Suspension - 2 periods, CLS3- Class Suspension - 3 periods, SS- School Suspension).
- **Comment**- Click in the Comment box (under the Date & Code) to complete your narrative.

Always start your Narrative with the Period number and time i.e. P1 8:45am

Once all three areas are completed and the Floppy Disk Icon is Clicked, the Discipline report is completed. Following this, you must notify your site administrator .

