

# LACHSA Quick Guide – Pre-Referral Interventions

Pre-Referral is the first process completed in the disciplinary action.

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

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



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

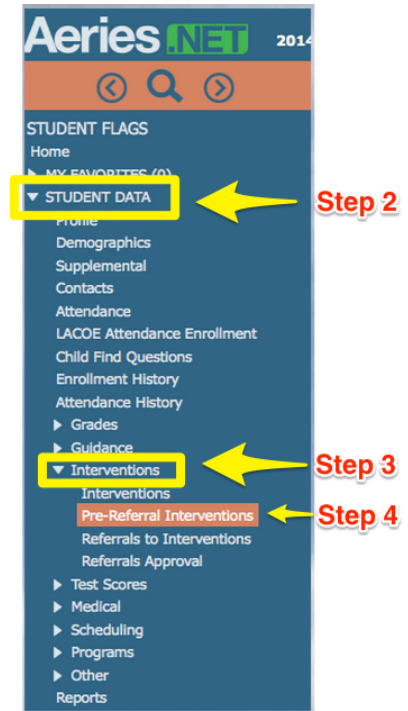
**Step 4:** Click on the **Pre-Referral Interventions**

**Step 5:** Click the **Add New Record** button to complete the **Pre-Referral Intervention** (see below)

**Step 6:** You will need to complete the **Details, Intervention Codes, and Reasons** Tabs (see below)

Complete the following details for each tab:

- **a. Details** - Comment box and Progress Status box. **Always start your Narrative with the Period number and time i.e. P1 8:45am** (Click **Save** before moving onto the next step)
- (Click **Save** before moving onto the next step)
- **b. Interventions Codes**- Click **Add New Intervention Code**; Select an Intervention from the drop down menu and insert a comment regarding the intervention(s) taken regarding the student's behavior incident. Click the Floppy Disk Icon  to Save.
- **c. Reasons**- Click **Add New Reason**; Use the drop down menu to select the Reason, and insert a comment for the reason. Click the Floppy Disk Icon  to Save.



**Once all three tabs are completed, the Pre-Referral Intervention is completed**

