Quick Reference Guide

**QRG – Add a Student Suspension**

A new menu option within the ERN menu has been created called “Suspension Maintenance” to allow schools to maintain all the relevant data associated with student suspensions.

Access to the new “Suspension Maintenance” menu item in ERN will be controlled by privileges granted in AMU (Access Management Utility). The Principal or delegated staff member will need to give access to staff that maintain student suspension information in the school.

Student suspensions can be accessed by student via the “Student Suspension Maintenance” tab or by suspension incident via the “Suspension Incident Maintenance” tab.

Thomas Anderson has been displaying aggressive behaviour in the playground and a decision has been made that a short term suspension of 3 days will be applied.

**Step 1: Add a new Suspension**

Adding a new suspension can be entered from either the “Student Suspension Maintenance” tab or the “Suspension Incident Maintenance” tab.
Selecting will display a new screen to allow the information to be entered for the student suspension.

**Step 2: Enter the Suspension Incident Information**

**Incident Date:** Enter 13/10/2011

**Incident Name:** Enter a Name for the Incident: "Playground Incident"

**Incident Description:** Enter a description for the Incident: "Aggressive Behaviour in the playground"

**Note:** Use the spell checker to check the spelling in the Incident Description

**Step 3: Enter the Information for the Student Suspension**

**Suspension Reason:** Use the drop down list of reasons to select "Aggressive Behaviour". The system automatically detects it is a Short Term Suspension and the duration can be from 1 to 4 days.

**Duration:** Enter 3 days and tab to Start Date:

**Start Date:** Enter the date of the first day of the suspension: Enter 14/10/2011 and press Tab key. The system will automatically determine the end date taking into account the weekend.

**End Date:** The end date can be changed but it will be constrained by the suspension Type.
Review Date: Enter the review date for the suspension. Enter 18/10/2011.

Review date must be prior to or equal to the end date.

Suspension Comment: Enter the suspension details for the student being suspended. Comment is mandatory.

Note: Use the spell checker to check the spelling in the suspension comment.

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**Step 4: Search for the Student to add to the student suspension**
Enter Anderson in the Family Name and press **Go**

A list of student(s) that meet the selection criteria will be displayed in a list. A single or multiple student(s) can be selected by the check box.

**Step 5: Select the student to be suspended**
Once you have selected the student(s) by the check box select **Save**

The student suspension details will be saved and displayed on the current screen.
The student suspension for Thomas Anderson has been successfully added.

At this stage an additional student could be added to the Suspension incident if required by selecting “Add Student”.

Selecting “Close” will return to the Student Suspension Maintenance tab displaying the suspension details for Thomas Anderson.

<table>
<thead>
<tr>
<th>Incident No</th>
<th>Incident Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Reason</th>
<th>Review Date</th>
<th>Suspension Comment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Incident Name</th>
<th>Incident Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Reason</th>
<th>Review Date</th>
<th>Suspension Comment</th>
</tr>
</thead>
</table>

Note: Student Suspension has been saved.