Quick Reference Guide

**QRG – Adding multiple Students to a Suspension Incident**

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.

Add an additional student to an existing suspension incident.

After further investigation into the incident with Thomas Anderson relating to aggressive behaviour in the playground it was discovered that Harry Glen was also involved. A decision was made that a suspension for two days should be applied to Harry Glen for the same incident with the same suspension reason.

**Step 1: Find the Incident and add Harry Glenn**

The incident involved Thomas Anderson, so we can find the incident by searching for Thomas Anderson. To view the suspension click on the + icon next to Thomas Andersons name or click on the row for Thomas Anderson.

Thomas Anderson has two suspensions. The one we are interested in is “490839310 Playground Incident”.

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Step 2 Display the incident
Select Incident “490839310 Playground Incident” by clicking on the incident. The information for the suspension will be displayed.

Note: The suspension information is for Thomas Anderson

Step 3 Add Harry Glenn to the Incident
Select **Add Student** and the following screen will be displayed:-

A “New Student Suspension” window will be created under the existing suspension incident. The suspension information recorded against Thomas Andersons suspension will be defaulted in the “New Student Suspension” window for Harry Glenn. The default information can be modified if required as it may be different for the suspension for Harry Glenn. The comment is not defaulted as it is student specific.
Harry’s suspension is for two days with a reason “Aggressive Behaviour”. The duration will be changed to 2 days which will automatically recalculate the end date.

Also as the review date is now after the end-date it will also need to be changed.

A comment can be added for Harry. **Note:** The spell checker can be used on the comment.

Now find Harry Glenn and link him to the New Student Suspension. Enter Glenn in the “Family Name” dialogue box and press Go. A list of students that meet the criteria will be displayed.

If more than one student is displayed in the search screen, select the required student by clicking the check box next to students name and press “Save”. In this case we will select Harry Glenn and he will be assigned to the new student suspension record.
Once Harry Glenn has been assigned to the new student suspension record the screen will be refreshed with the suspension updated with Harry Glenn’s details.

**Note:**

The spinner is now active as there are two students linked to the Suspension Incident. You can change the view of the student suspension by selecting the other student in the spinner.

Additional students could be added to the suspension incident if required by selecting “Add Student”

**Note:** There is no limit to the number of students that can be added to a single Suspension Incident.

Selecting “Close” will return to the “Student Suspension Maintenance” screen with Harry Glenn’s suspensions displayed.