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.

Deleting a Suspension

Natasha Smith is a shared student between Palm Tree Public School and Simpson Public School. A suspension incident occurred at Palm Tree Public School and both principals originally decided to suspend Natasha across both sites. The Principal at Simpson Public School has since reconsidered the situation and decided not to suspend Natasha at the school; therefore the suspension at Simpson Public School must be deleted.

Step 1 Find the Suspension Incident for Natasha Smith at Simpson Public School. From the Student Suspension Maintenance tab you can view the suspensions for Natasha Smith.

Note: Natasha Smith is currently suspended.
View the suspension for Natasha by clicking open the “+” icon or clicking on Natasha Smith.

Natasha has been suspended for 5 days from the 22/9/2011 to the 12/10/2011 over the school holidays. The suspensions are displayed for both Simpson Public School (Normal Text) and Palm Tree Public School (Blue Text).

**Note:** A mouse over the Enrolment Type on the suspension will show the suspension owning school.

**Step 2 Delete the suspension for Natasha at Simpson Public School**

To view the suspension details at Simpson Public School click on the suspension (Black Text).

**Note:** The Suspension Incident cannot be edited as it was created at another school (Palm Tree Public School).

The spinner is operational as there are multiple suspensions for Natasha, one at Simpson Public School and the other at Palm Tree Public School.

The “Delete” action is available to delete the Student Suspension details for Natasha at Simpson Public School.

**Note:** If you use the spinner to view the details of the suspension for Natasha at the other school you will not be able to change or delete that suspension as you are not the owning school of the student suspension.

Select “Delete” to remove the student suspension for Natasha Smith at Simpson Public School.

The operator will be prompted to confirm the deletion of the suspension details for Natasha. Select OK to continue with the deletion.
Note: Cancel will not delete the details.

Selecting OK will display the following screen.

The suspension for Natasha Smith at Simpson Public School has been deleted.

Note:

- The spinner is not operational as there is only one student suspension recorded against the incident. The Student suspension displayed on the screen is related to Natasha’s suspension at the other site (Palm Tree Public School).

- The current Suspension Incident and Student Suspension details where created at Palm Tree Public School, therefore the staff at Simpson Public School cannot modify this information.

- When the only remaining student suspension linked to a Suspension Incident is deleted it will also delete the Suspension Incident.