



Chancery SMS

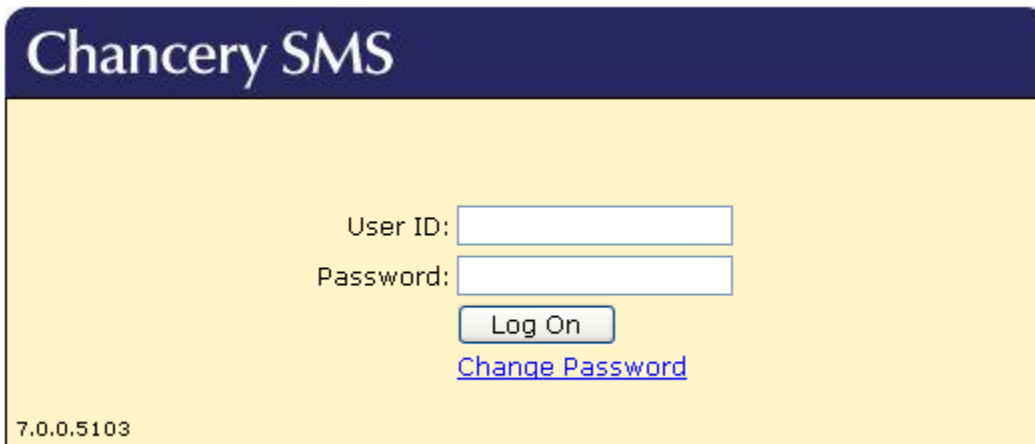
Student Behavior

Table of Contents

Log onto the System	3
Navigating Chancery SMS	4
Creating a Student Behavior Incident	5
Adding an Incident with a Student.....	5
Adding an Incident without Student	11
Searching for a Student Behavior Incident.....	15
Search by Student	15
Search by Incident Event/Concern.....	18
Edit a Student Behavior Incident	19

Log onto the System

1. *Type* **User ID**
2. *Type* **Password**
3. *Click* on the **Log On** button



The screenshot shows the login page for Chancery SMS. It features a dark blue header with the text "Chancery SMS" in white. Below the header is a yellow background containing the login form. The form includes two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Log On" button and a blue hyperlink labeled "Change Password". In the bottom left corner of the yellow area, the version number "7.0.0.5103" is displayed.

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Navigating Chancery SMS

- ❖ To reach modules within Chancery SMS click on the links in the blue menu bar to the left
- ❖ Links can be found in the upper menu bar
- ❖ To go back through windows click on the bread crumbs located above the upper menu bar

Chancery SMS - Student Search Results

STUDENT

- Student Search
- Quick
- Basic
- Detailed
- Family Search

SCHOOL

- Student Behavior
- School Info
- School Transfers...

ADMIN

- District Setup
- Replication
- Reports
- Exports

PROGRAMS

- Manage Programs

Home school	GRA	CRP	Gender	Birthdate
01 Obay Ranch High School	11	N/A	F	Mar 5, 1993
00 Olympian High School	10	N/A	F	Oct 26, 1994
<input type="checkbox"/> LOPEZ, JENNIFER 659421 Options Secondary School - Shelter Program	10	N/A	F	Dec 5, 1992
<input type="checkbox"/> Lopez, Jennifer 1026007 Chula Vista Middle School	7	N/A	F	Jul 29, 1997
<input type="checkbox"/> LOPEZ, JENNIFER 1002393 EastLake Middle School	7	N/A	F	Nov 16, 1995
<input type="checkbox"/> LOPEZ, JENNIFER 308162 MAAC Community Charter School	N/A	N/A	F	Jul 28, 1986
<input type="checkbox"/> LOPEZ, JENNIFER A 1018010 Granger Junior High School	7	N/A	F	Jun 23, 1996
<input type="checkbox"/> LOPEZ, JENNIFER L 015613 Chula Vista High School	N/A	N/A	F	Jul 30, 1990

3. Click on the Student Name

The screenshot shows a web browser window displaying the Chancery SMS Student Search Results page. The browser title is "2009-2010: Bonita Vista High School - Windows Internet Explorer provided by SURSD". The address bar shows the URL: <http://databstrap.sweetwaterschool.org/ChancerySMS/Student/SearchResults.aspx?c=LastNamesID,1,Johnson&from=CHECK>. The page has a blue header with "Chancery SMS" and "Quick Search - Student Search Results". A navigation menu on the left includes sections for STUDENT, CLASS, SCHOOL, and ADMIN. The main content area shows search filters and a table of results. A red arrow points to the name "JOHNSON, ANDRE" in the first row of the table.

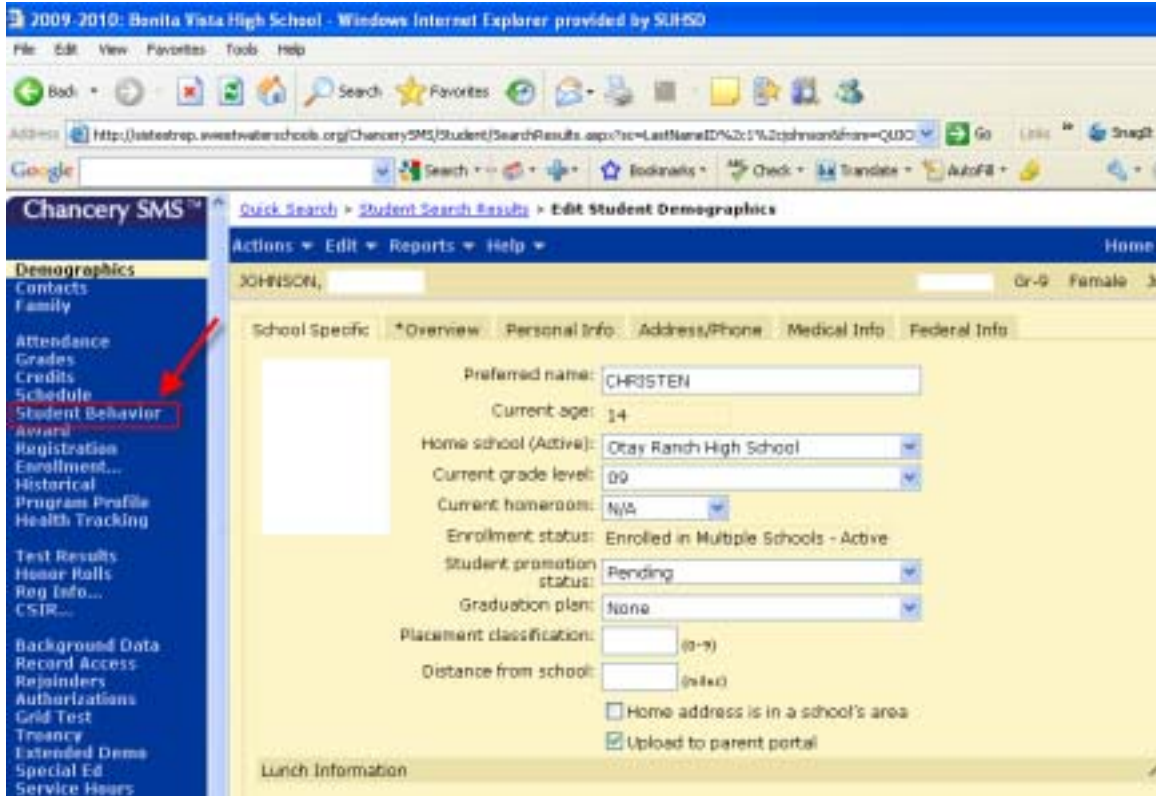
Search Results

List: ID is or Last name starts with "Johnson"

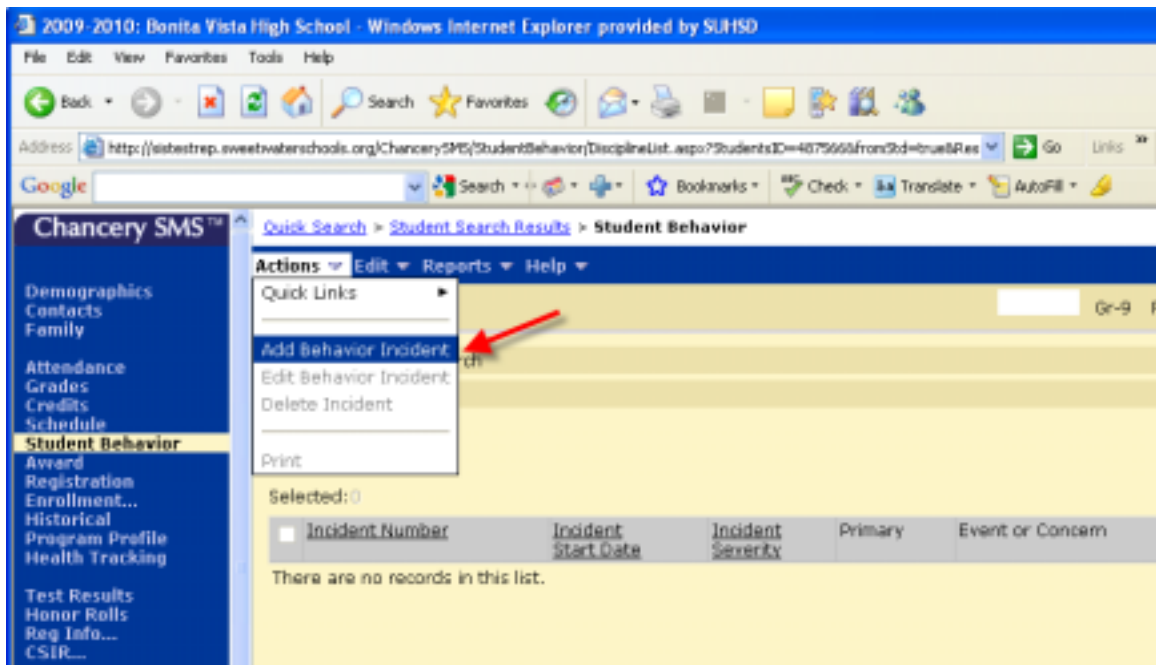
Selected: 0

<input type="checkbox"/>	Student Name	ID	Sr(A)	HL	Gender	Birthdate
<input type="checkbox"/>	JOHNSON, ANDRE		10	N/A	M	Sep 24, 1994
<input type="checkbox"/>	JOHNSON, CHRISTINA S		9	N/A	F	Jul 2, 1995
<input type="checkbox"/>	JOHNSON, CODY A		13	N/A	M	Jun 17, 1988
<input type="checkbox"/>	JOHNSON, DELVON L		9	N/A	M	Sep 23, 1994
<input type="checkbox"/>	JOHNSON, MARIAL		9	N/A	F	Mar 7, 1995
<input type="checkbox"/>	JOHNSON, MICHAEL P		9	N/A	M	Jul 29, 1995
<input type="checkbox"/>	JOHNSON, SAMANTHA A		9	N/A	F	Jul 26, 1995
<input type="checkbox"/>	JOHNSON, URSULA L		9	N/A	F	Mar 7, 1995

4. Click on the **Student Behavior** in the menu bar to the left of the screen




5. Click on **Actions** and select **Add Behavior Incident**





6. You are **required** to *enter* the **Incident Date** and *select* the **Incident Category**.
Note: Fields denoted with asterisks () are required.*
7. *Highlight* the appropriate **Events/Concern** and *click* **Add**
8. *Highlight* the appropriate **Action** and *click* **Add**
9. *Type* or *select* (using the calendar icon) the **Action start date**
10. *Type* or *select* (using the calendar icon) the **Action end date**
11. *Click* on **Continue**

Add Behavior Incident -- Web Page Dialog

Events selected here will, by default, be assigned to all pre-selected students. Actions will only be created for students who are enrolled in the reporting school. Student assignment to events and actions as well as student involvement type can be modified once the incident record is created.

*Incident Start:  mm/dd/yyyy


*Incident Category: 


Overall Incident Severity: 

Show only event/concerns that relate to the selected category
 Show All

Available Events/Concerns		*Selected	Total: 0
Aided or Abetted Physical Inj	Add->		
Alcohol			
Arson			
Assault/battery sch empl	Remove		

Available Actions		Selected:	Total: 0
N/A	Add->		
Arrested			
Class Change			
Counseling	Remove		

Action start date:  mm/dd/yyyy

Action end date:  mm/dd/yyyy

*Required



12. Select the person referring the incident in **Referred by**
13. Enter any additional information in **Incident Description**
14. Edit the **Action step** by *clicking* the link in the **Action Steps** column (i.e. Suspensions and expulsions need to have certain action steps for Student Services department).



















Chancery SMS™ [Quick Search](#) > [Student Search Results](#) > [Student Behavior](#) > [Edit Behavior Incident](#)

Actions > Edit > Help > Home | Log Off

23642 - Sep 21, 2009 Sep 21, 2009

Incident Details:

*Incident Category:  

*Incident start: 09/21/2009  /YY/YY Time: 12 : 00 AM                 

15. Select an **Action step** from the **Action steps** dropdown box.
16. Enter the **Action step's start date** and **end date**.
17. Click **Save+Add** or **OK** to save.

Chancery SMS™ Quick Search > Student Search Results > Student Behavior > Edit Behavior Incident > Edit Action Step

Home | Log Off

Demographics
Contacts
Family

Attendance
Grades
Credits
Schedule

Student Behavior

Award
Registration
Enrollment...
Historical
Program Profile
Health Tracking

Test Results
Honor Rolls
Reg Info...
CSR...

Background Data
Record Access
Rejoiners
Authorizations
Grid Test
Truancy
Extended Demo
Special Ed
Service Hours
AccuVoice
COMMENTS
Grad/Planning
Grad Status
State Reporting

Incident #23642 - Sep 21, 2009
Reported on: Sep 21, 2009 2:29 PM

Action Step for JOHNSON, CHRISTEN S

Action step created: Sep 21, 2009
Last modified: Sep 21, 2009

*Action step category: Other

*Action step: Counseling

Description: N/A

Action step status:

Action Step Date Ranges

Selected: * Start Date: 09/21/2009

Receiver School

Receiver School

Receiver School: N

Total: 1

AM

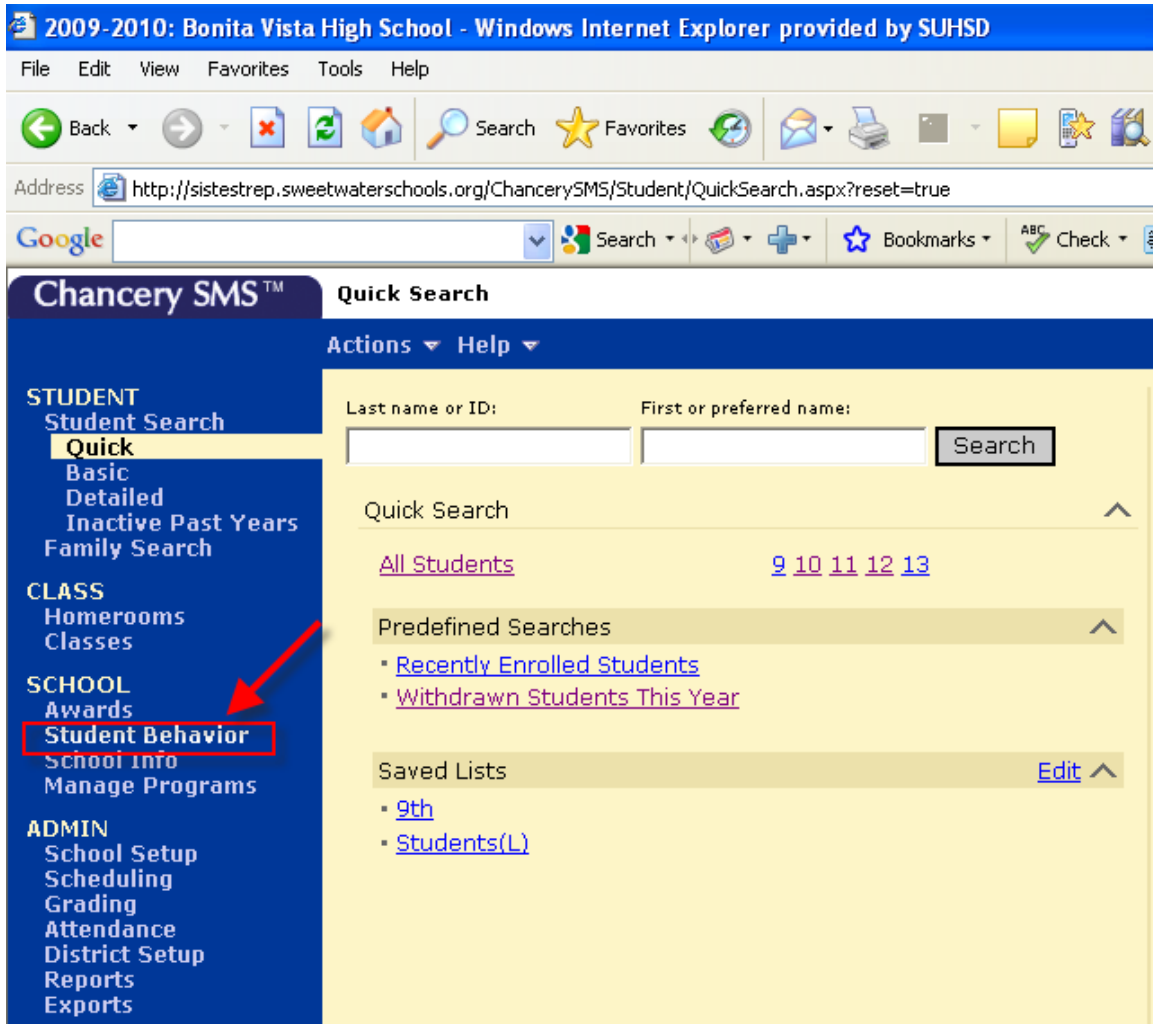
*Required

Save & Add OK Cancel

Adding an Incident without Student

Use this method if you do not know the students that are involved yet. You can go back into the incident to add students that were involved, actions and other new information.

1. Click on the **Student Behavior** in the menu bar to the left of the screen



2009-2010: Bonita Vista High School - Windows Internet Explorer provided by SUHSD

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail Stop Taskbar

Address <http://sistestrep.sweetwaterschools.org/ChancerySMS/Student/QuickSearch.aspx?reset=true>

Google Search Bookmarks Check

Chancery SMS™ Quick Search

Actions Help

STUDENT
Student Search
Quick
Basic
Detailed
Inactive Past Years
Family Search

CLASS
Homerooms
Classes

SCHOOL
Awards
Student Behavior
School Info
Manage Programs

ADMIN
School Setup
Scheduling
Grading
Attendance
District Setup
Reports
Exports

Last name or ID: First or preferred name: Search

Quick Search ^

[All Students](#) 9 10 11 12 13

Predefined Searches ^

- [Recently Enrolled Students](#)
- [Withdrawn Students This Year](#)

Saved Lists Edit ^

- [9th](#)
- [Students\(L\)](#)

2. Click on **Actions** and select **Add Behavior Incident**

The screenshot shows the Chancery SMS Student Behavior interface. The 'Actions' menu is open, and 'Add Behavior Incident' is highlighted with a red arrow. The interface includes a navigation sidebar, a search area, and a table of incident records.

Navigation Sidebar:

- STUDENT
 - Student Search
 - Quick
 - Basic
 - Detailed
 - Inactive Past Years
 - Family Search
- CLASS
 - Homerooms
 - Classes
- SCHOOL
 - Awards
 - Student Behavior
 - School Info
 - Manage Programs
- ADMIN
 - School Setup
 - Scheduling
 - Grading
 - Attendance
 - District Setup
 - Reports
 - Exports

Search Area:

starts with: [dropdown]
equals: [dropdown]
equals: Counseling [dropdown]
equals: [dropdown]
[Search]

Search Results:

List:


Selected: 0

<input type="checkbox"/>	Incident Number	Incident Start Date	Incident Severity	Primary	Event or Concern	Action
<input type="checkbox"/>	16114	Nov 07, 2008	1 - Severe (Suspension/Expulsion Actions)		Disruption of ash activities; Made Terrorist Threats; Defiance authority	Suspended; Counseling; Transfer to other school

3. You are **required** to *enter* the **Incident Date** and *select* the **Incident Category**
4. *Highlight* the appropriate **Events/Concern** and *click* **Add**
5. *Click* on Continue

Add Behavior Incident -- Web Page Dialog [?] [X]

No students have been pre-selected. The events selected here will be created for the incident, and the adding of involved persons, actions, and the association between involved persons and the event/concerns can be done once the incident record has been created.

*Incident Start:  mm/dd/yyyy

*Incident Category: ▼

Overall Incident Severity: ▼

Show only event/concerns that relate to the selected category

Show All

Available Events/Concerns		*Selected	Total: 0
Aided or Abetted Physical Inj	<input type="button" value="Add->"/>	<input type="text"/>	
Alcohol			
Arson			
Assault/battery sch empl	<input type="button" value="Remove"/>		

*Required

6. Select the person referring the incident in **Referred by**
7. Enter any additional information in **Incident Description**
8. Click on **OK** to save

Chancery SMS™ Student Behavior > Edit Behavior Incident

Actions > Edit > Help > Home | Log Off

23643 - Sep 21, 2009 Sep 21, 2009

Incident Details

*Incident Category: Discipline Event/Concern Category

*Incident start: 09/21/2009 [calendar icon] Time: 12:00 AM [dropdown] [dropdown] [dropdown] More

Incident end: [calendar icon] Time: 12:00 AM [dropdown] [dropdown] [dropdown] More

Referred by, school: Bonita Vista High School

Referred by: N/A

Referred by (other):

General incident severity: N/A

Incident Description: **Severe Bullying**

[Additional Incident Details](#)

Persons Involved

Selected: 0 Total: 0

Name	ID	Involvement	Person Type	School
There are no records in this list.				

Select School Student | Select District Student | Select Staff | Add Other | Remove

Events or Concerns

To modify an 'Event/concern' select the event/concern hyperlink.

Selected: 1 Total: 1

Category	Event/Concern	Severity	Persons involved
<input type="checkbox"/>	Discipline Event/Concern Category	Assault/batters sib email	N/A

Add | Delete

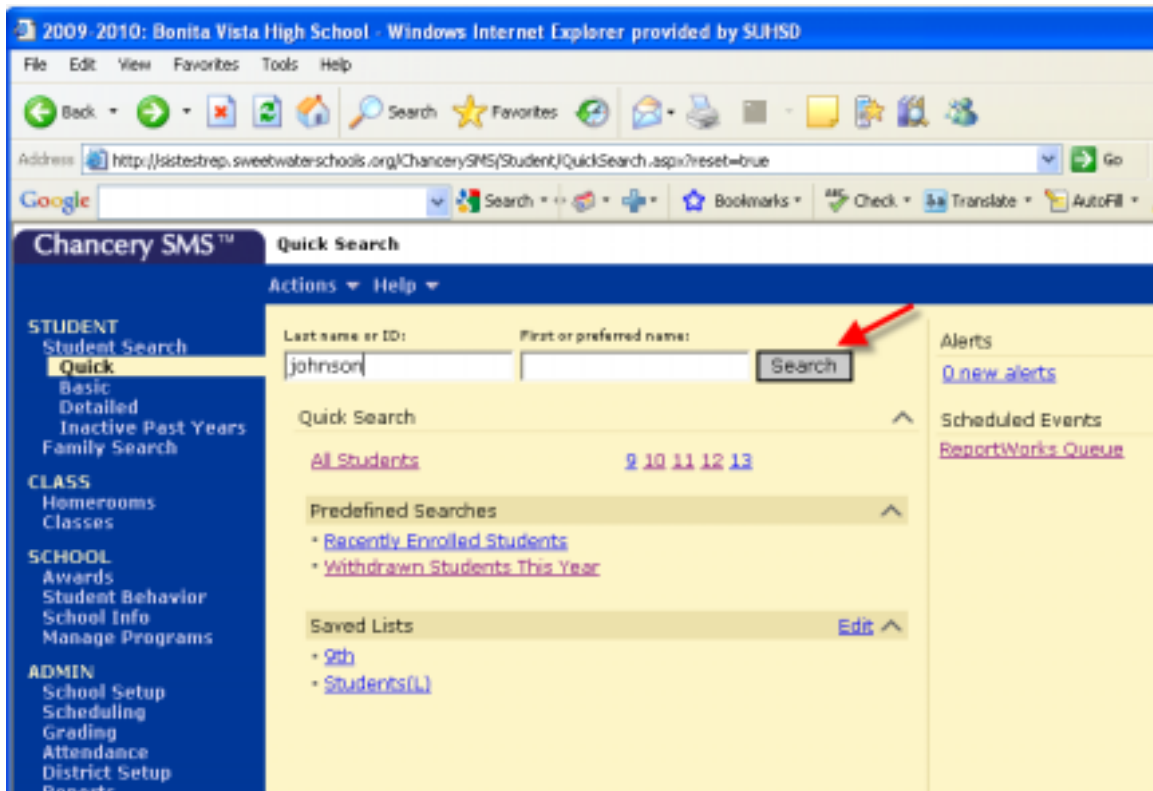
*Required
Inactive student: Student receives specialized services

OK | Cancel

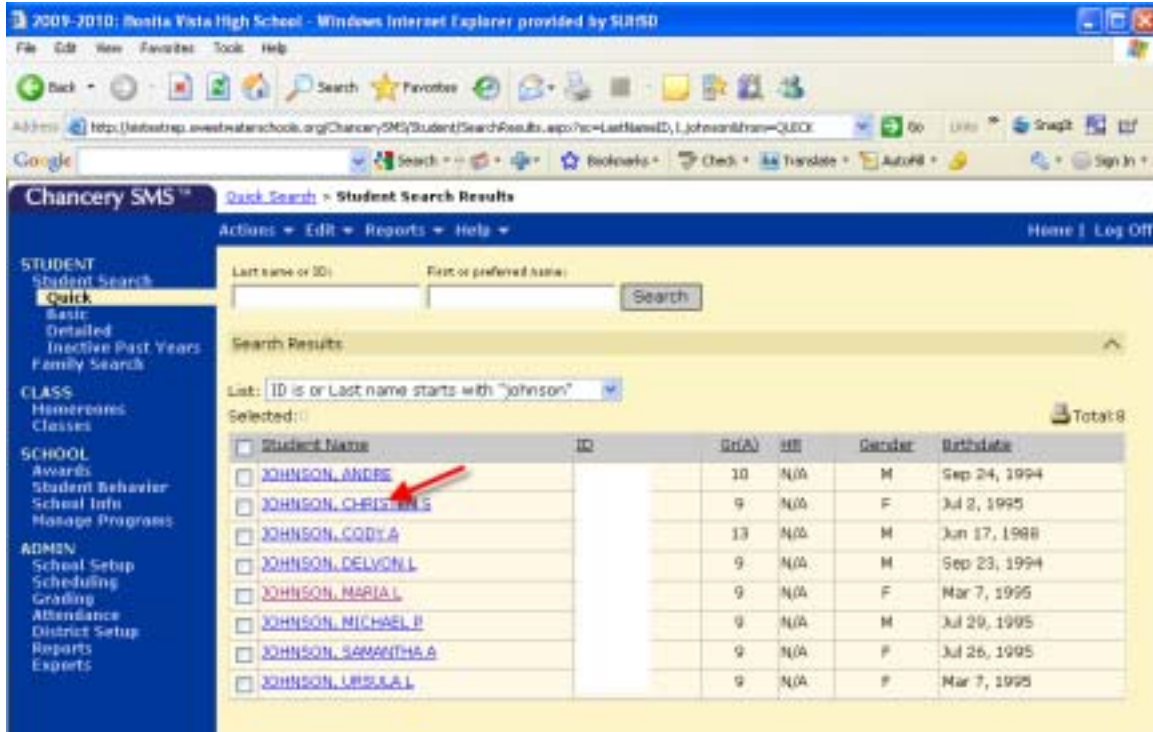
Searching for a Student Behavior Incident

Search by Student

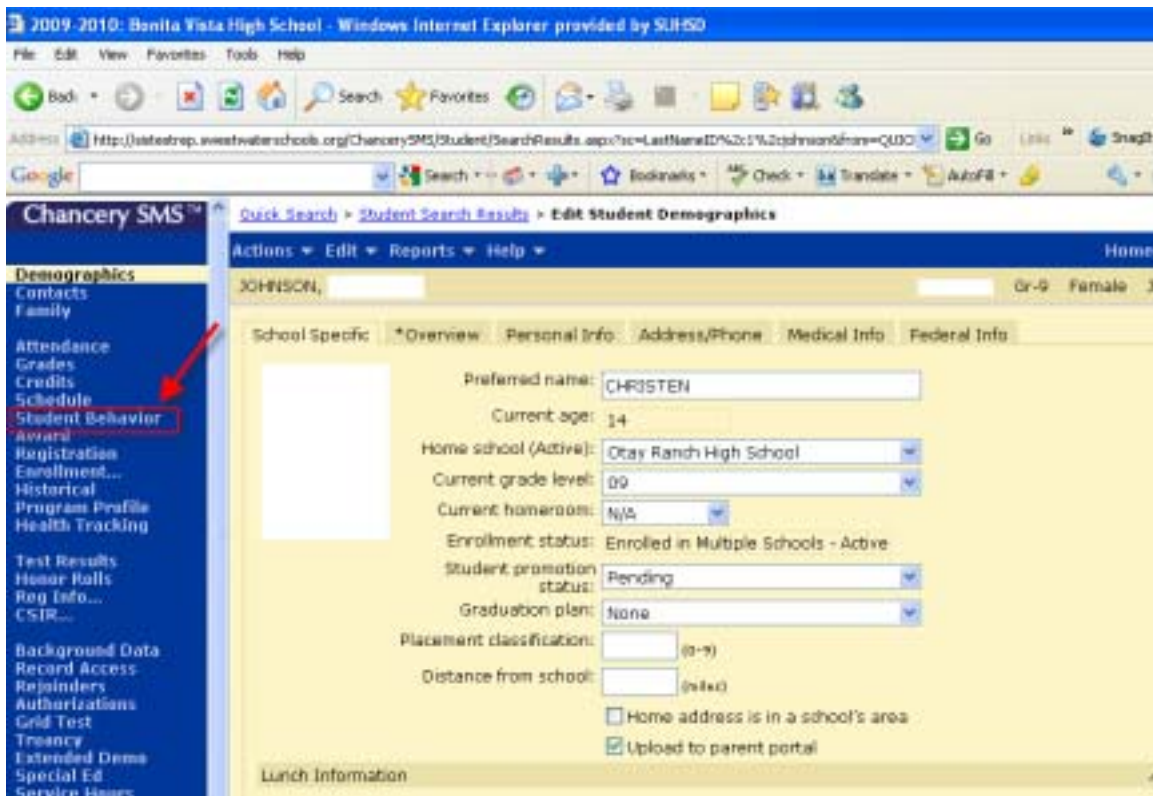
1. *Type* in the **Students Last** and **First Name** or **Student ID**
2. *Click* on the **Search** button



3. Click on the **Student Name**



4. Click on the **Student Behavior** in the menu bar to the left of the screen



5. Click on the No. to view or edit the incident.

Chancery SMS™ Desk Search > Student Search Results > Student Behavior

Actions > Edit > Reports > Help > Home | Log Off

Demographics
Contacts
Family
Attendance
Grades
Credits
Schedule
Student Behavior
Award
Registration
Enrollment...
Historical
Program Profile
Health Tracking
Test Results
Honor Roll
Reg Info...
CSIR...

JOHNSON, [redacted] Gr-9 Female Jul 2, 1995

Student Behavior Search
Search Results:

List: - Select a search criteria -

Selected: 0 Total: 1

<input type="checkbox"/>	Incident Number	Incident Start Date	Incident Severity	Primary	Event or Concern	Action
<input type="checkbox"/>	23842	Sep 21, 2009	N/A	JOHNSON, CHRISTEN S	Aided or Abetted Physical Inj	Counseling

6. The incident details will display.

1454 - Apr 10, 2006 Apr 10, 2006

Incident Details

*Incident Category: Discipline Event/Concern Category

*Incident start: 04/10/2006 Time: 12:00 AM

Incident end: Time: 12:00 AM

Referred by, school: Mar Vista High School

Referred by: N/A

Referred by (other):

Overall incident severity: N/A

Incident Description:

[Additional Incident Details](#)

Persons Involved

Selected: 0 Total: 1

<input type="checkbox"/>	Name	ID	Involvement	Person Type	School
<input type="checkbox"/>	SANTOS, BRITTANY A	820000	Primary	School Student	Mar Vista High School

Select School Student | Select District Student | Select Staff | Add Other | Remove

Events or Concerns

To modify an 'Event/concern' select the event/concern hyperlink.

Selected: 0 Total: 1

<input type="checkbox"/>	Category	Event/Concern	Severity	Persons Involved
<input type="checkbox"/>	Discipline Event/Concern Category	act of hate violence	N/A	SANTOS, BRITTANY A (P)

Add | Delete

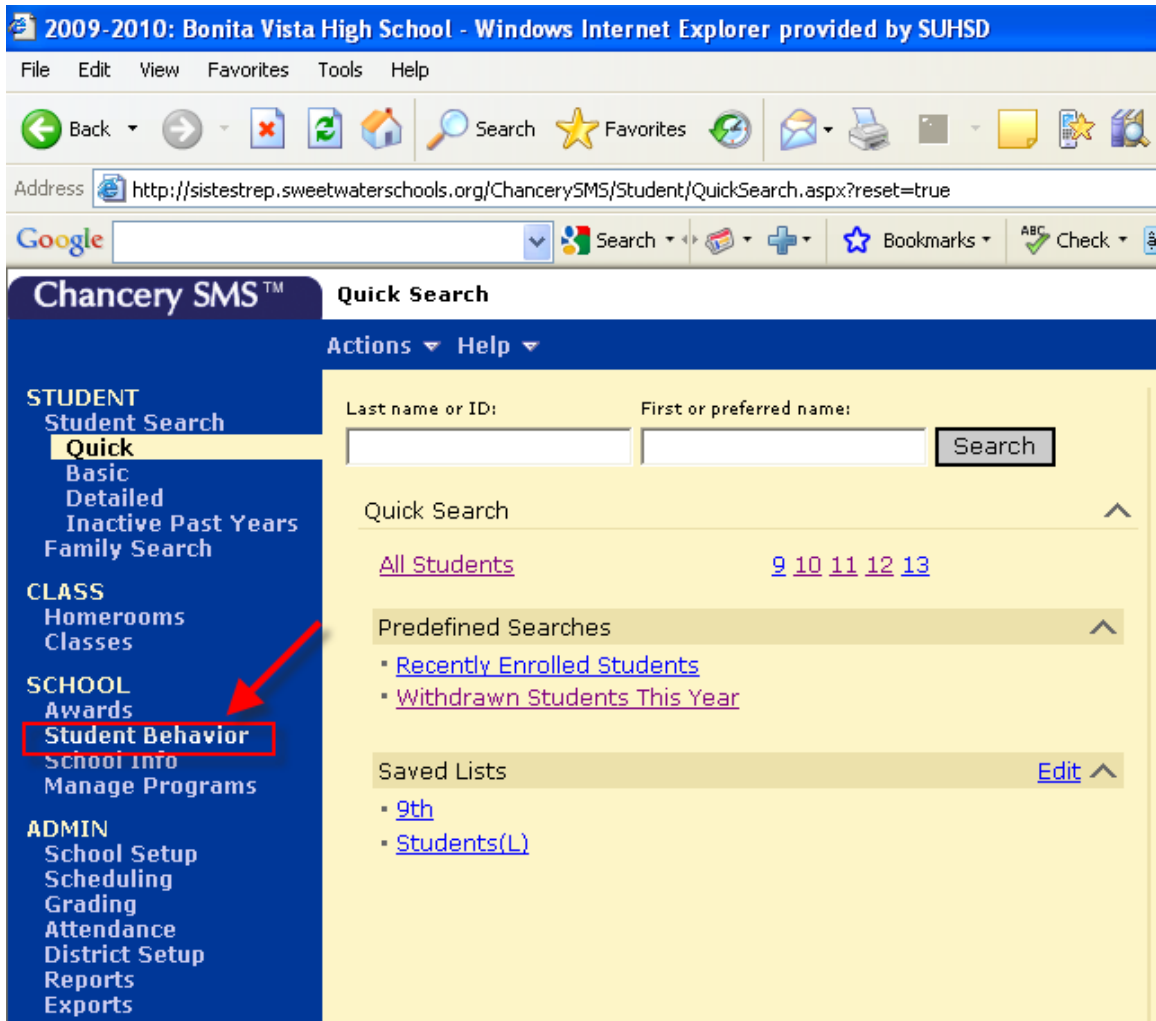
Actions

*Required
Inactive student; Student receives specialized services

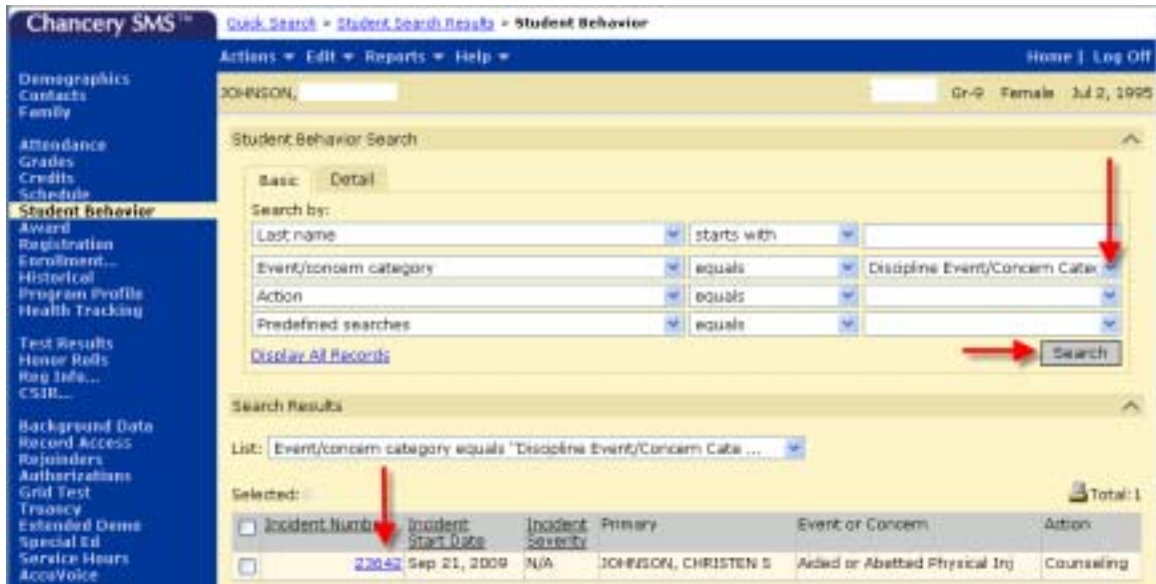
OK | Cancel

Search by Incident Event/Concern

1. Click on the **Student Behavior** in the menu bar to the left of the screen



2. Select the search criteria and click on **Search**
3. Click on the **No.** to view or edit the incident.



Edit a Student Behavior Incident

1. Search for an incident you wish to edit. For help on how to search for an incident, see page 14, *Searching for a Student Behavior Incident*.
2. In the **Incident Details** panel, edit any details about the incident. To add incident details, click the **Additional Incident Details** link.



3. In the **Persons Involved** panel, you can add and remove persons from the incident at the school, district, and staff levels by selecting the appropriate button. Search for the person and select their involvement. Click **OK**.

Persons Involved

Selected: 0 Total: 1

<input type="checkbox"/>	Name	ID	Involvement	Person Type	School
<input type="checkbox"/>	JOHNSON, CHRISTEN S	1009498	Primary	School Student	Bonita Vista High School

Persons Involved - School Student

To select students involved in this incident, perform a search, select the student(s) from the search results grid, and then click the appropriate involvement type 'Add' button.

Selected: 0 Total: 1

<input type="checkbox"/>	Name	ID	Involvement
<input type="checkbox"/>	JOHNSON, CHRISTEN S	1009498	Primary

Student Search

Basic Detail

Search by:

Last name starts with

First name starts with

Student number starts with

School Student saved lists equals

[Display All Records](#)

4. In the **Events or Concerns** panel, you can add or delete events or concerns from the incident.
5. To edit an **Event/Concern**, *click* the **Event/Concern** link and go to **Step 7**.
6. To delete the **Event/Concern**, *mark* the **Event/Concern** checkbox, *click* **Delete**.
7. To add an **Event/Concern**, *click* the **Add** button.

Events or Concerns

To modify an 'Event/concern' select the event/concern hyperlink.

Selected: 0 Total: 1

<input type="checkbox"/>	Category	Event/Concern	Severity	Persons involved
<input type="checkbox"/>	Discipline Event/Concern Category	Aided or Abetted Physical Inj	N/A	JOHNSON, CHRISTEN S (P)

8. On the **Add/Edit Event/Concern** page, *enter* or *edit* details about the **Event/Concern**. *Click* **Save+Add** or **OK** to save.

Actions ▾ Help ▾ Home | Log Off

Incident #23642 - Sep 21, 2009

Event or Concern Details ^

*Event/concern category: Discipline Event/Concern Category ▾

*Event/concern sub-category: Crimes Against Persons ▾

*Event/concern: Aided or Abetted Physical Inj ▾

Severity: N/A

Event/concern description: Maximum 1000 characters

Requires police notification: N/A
 Requires specialized services N/A notification:
 Violates zero tolerance policy: N/A

Persons Involved ^

Add this event or concern to the following involved persons:

Selected: 1 Total: 1

<input checked="" type="checkbox"/>	Name	ID	Involvement	Person Type
<input checked="" type="checkbox"/>	JOHNSON, CHRISTEN S	1009498	Primary	School Student

* Required
 Inactive student: Student receives specialized services

9. In the **Actions** panel, you can *add, delete, or edit* the actions of an incident. To modify a specific '**Action**' *select* the action hyperlink. To define dates and times for '**Action steps**' *select* the **action step(s)** hyperlink.
10. To delete an action, *mark* the action checkbox and *click* **Delete**.

Actions

To modify a specific 'Action' select the action hyperlink. To define dates and times for 'Action steps' select the action step(s) hyperlink.

Selected: 0 Total: 1

<input type="checkbox"/> Action	Action step(s)	Target start date	Target end date
JOHNSON, CHRISTEN S			
<input type="checkbox"/> Counseling	Counseling	09/21/2009	09/21/2009

Add Delete

11. To add and an action, *click* the **Add** button.
12. On the **Add Action** page, *enter* any action information for the incident.
13. *Click* **Save+Add** or **OK** to save.

Actions Help Home Log Off

Incident #23642 - Sep 21,200

Add Action

Responsible person, school: Bonita Vista High School

Responsible person: N/A

Responsible person (other):

Action description:

*Action category: Discipline Action Category

*Action sub-category: N/A

*Action: N/A

Action type:

Action severity:

Available Action Step(s)	Selected	Total 0
Adjustment Class	<input type="checkbox"/>	
Arrested	<input type="checkbox"/>	
Benched	<input type="checkbox"/>	
Bus Privilege Suspended	<input type="checkbox"/>	

Persons Involved

Add this action to following involved persons. Action can be assigned to your school students only.

Selected: 1 Total: 1

<input checked="" type="checkbox"/> Name	ID	Involvement
<input checked="" type="checkbox"/> JOHNSON, [redacted]	[redacted]	Primary

Related Events or Concerns

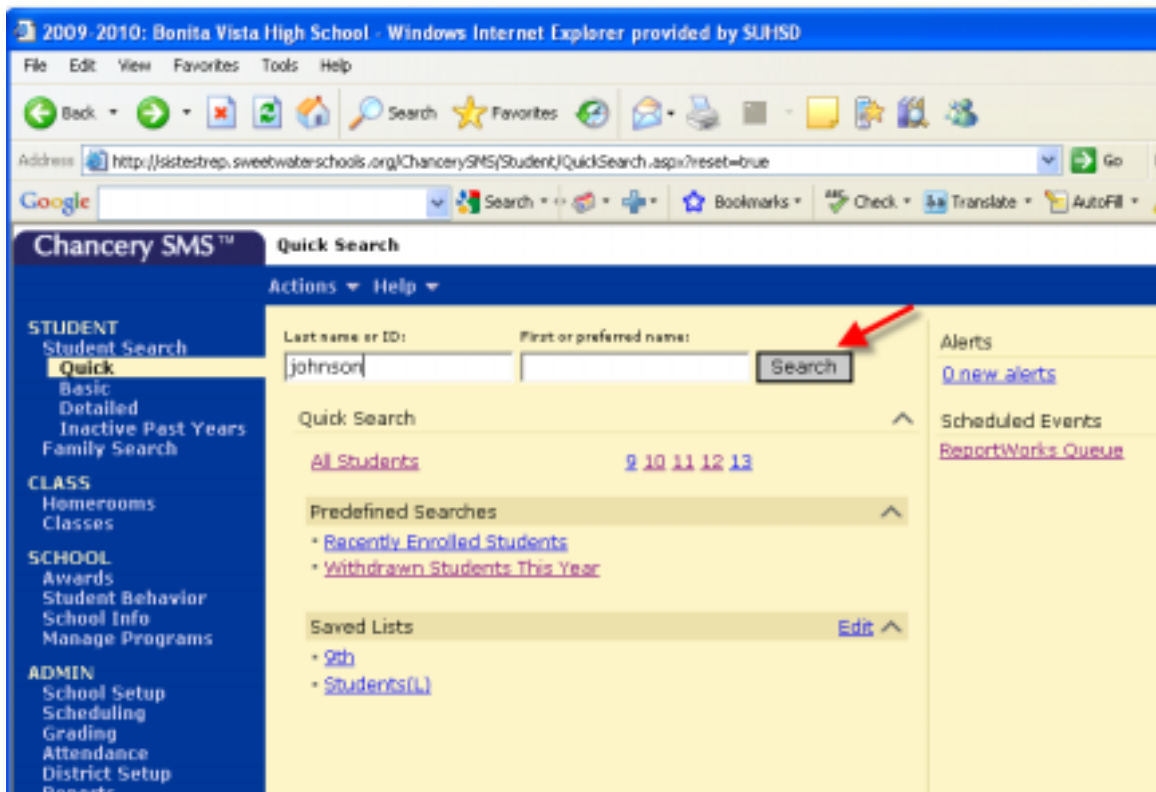
*Required
Inactive student; **Student receives specialized services**

Save & Add OK Cancel

Creating a SARB Student Behavior Incident

***This section should be performed by the school site. Once the incident has been entered and saved, the school site user must email the Student Services department with the students' name, ID, and incident number.*

1. Type in the **Students Last** and **First Name** or **Student ID**
2. Click on the **Search** button

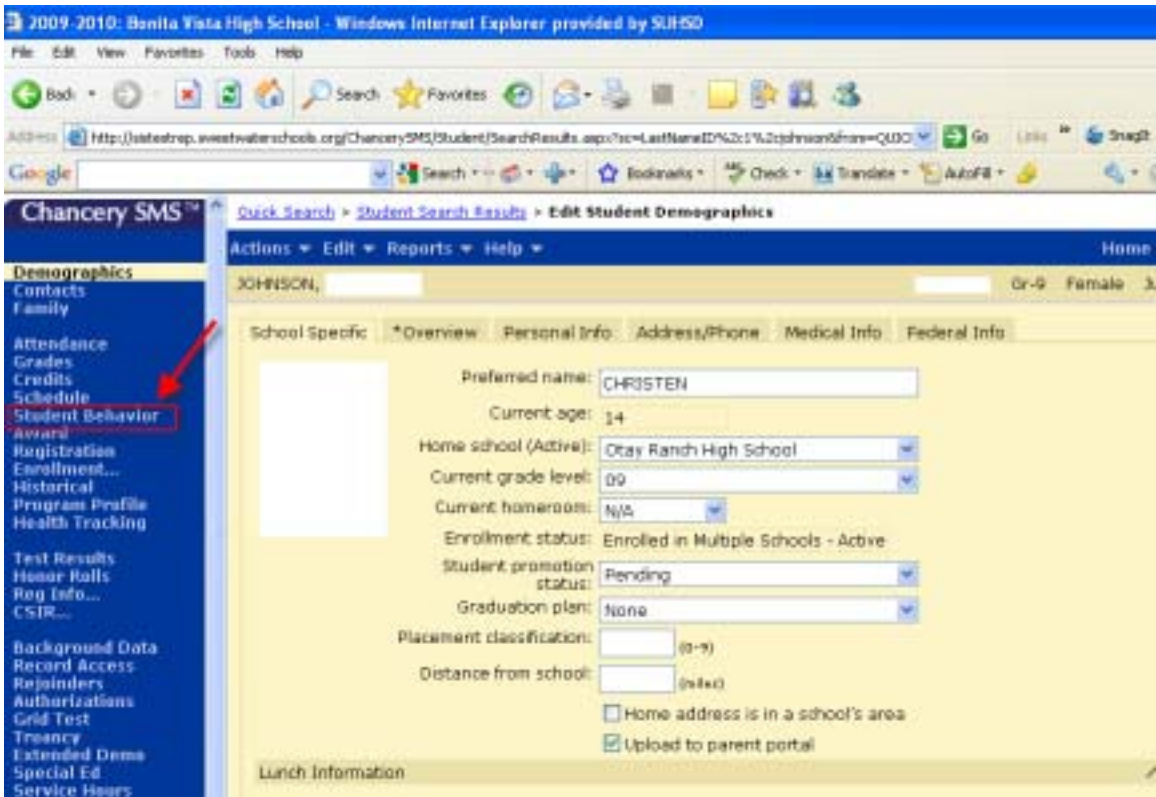


3. Click on the **Student Name**

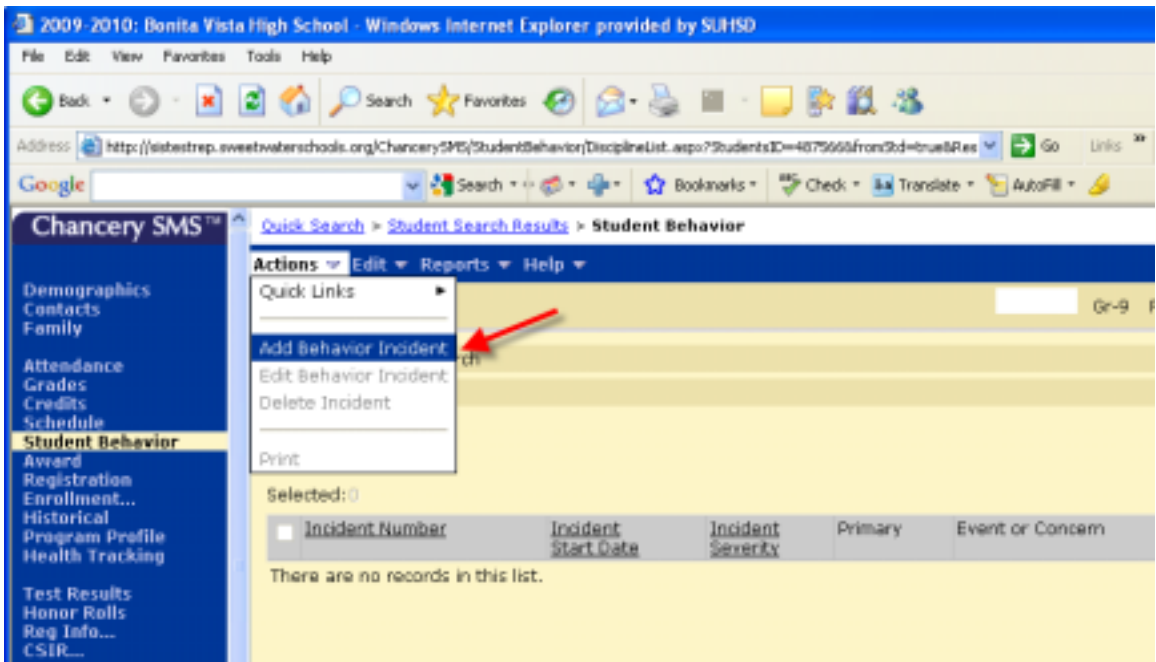
The screenshot shows a web browser window displaying the Chancery SMS Student Search Results page. The browser title is "2009-2010: Bonita Vista High School - Windows Internet Explorer provided by SUSD". The address bar shows the URL: http://databstrap.sweetwaterschool.org/ChancerySMS/Student/SearchResults.aspx?c=LastNamesID,Johnson&from=CHECK. The page title is "Chancery SMS - Student Search Results". The left sidebar contains a navigation menu with categories: STUDENT (Student Search, Quick, Basic, Detailed, Inactive Past Years, Family Search), CLASS (Homeless, Classes), SCHOOL (Awards, Student Behavior, School Info, Massage Programs), and ADMIN (School Setup, Scheduling, Grading, Attendance, District Setup, Reports, Experts). The main content area shows search filters for "Last name or ID:" and "First or preferred name:". Below the filters, the search results are displayed in a table with columns: Student Name, ID, Gr(A), HLL, Gender, and Birthdate. The table contains 8 rows of student data. A red arrow points to the "Student Name" column header.

<input type="checkbox"/> Student Name	ID	Gr(A)	HLL	Gender	Birthdate
<input type="checkbox"/> JOHNSON, ANDRE		10	N/A	M	Sep 24, 1994
<input type="checkbox"/> JOHNSON, CHRISTINA S		9	N/A	F	Jul 2, 1995
<input type="checkbox"/> JOHNSON, CODY A		13	N/A	M	Jun 17, 1988
<input type="checkbox"/> JOHNSON, DELVON L		9	N/A	M	Sep 23, 1994
<input type="checkbox"/> JOHNSON, MARIAL		9	N/A	F	Mar 7, 1995
<input type="checkbox"/> JOHNSON, MICHAEL P		9	N/A	M	Jul 29, 1995
<input type="checkbox"/> JOHNSON, SAMANTHA A		9	N/A	F	Jul 26, 1995
<input type="checkbox"/> JOHNSON, URSULA J		9	N/A	F	Mar 7, 1995

4. Click on the **Student Behavior** in the menu bar to the left of the screen



5. Click on **Actions** and select **Add Behavior Incident**



6. Enter the **Incident Date** and *select* **Attendance Event/Concern Category** from the **Incident Category** dropdown.


Note: Fields denoted with asterisks (*) are required.


7. *Highlight* **Excessive Absences** from **Available Events/Concern** box, *click* **Add**


8. *Click* on **Continue**

Add Behavior Incident -- Web Page Dialog


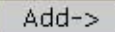


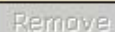
Events selected here will, by default, be assigned to all pre-selected students. Actions will only be created for students who are enrolled in the reporting school. Student assignment to events and actions as well as student involvement type can be modified once the incident record is created.


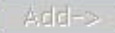


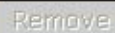
*Incident Start: 09/21/2009  mm/dd/yyyy


*Incident Category: Discipline Event/Concern Category 


Overall Incident Severity: N/A 

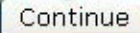

Show only event/concerns that relate to the selected category
 Show All

Available Events/Concerns	*Selected	Total: 0
Aided or Abetted Physical Inj 		
Alcohol		
Arson		
Assault/battery sch empl 		

Available Actions	Selected:	Total: 0
N/A 		
Arrested		
Class Change		
Counseling 		

Action start date: 09/21/2009  mm/dd/yyyy

Action end date: 09/21/2009  mm/dd/yyyy

*Required  

9. *Select* the person referring the incident in **Referred by**
10. *Enter* any additional information about the SARB in **Incident Description**
11. *Click* on **OK** to save

Chancery SMS™ Quick Search > Student Search Results > Student Behavior > Edit Behavior Incident

1456 - Apr 18, 2006 | Home | Log off | Apr 18, 2006

Actions | Edit | Help

Demographics
Personal...
Contacts
Family
Photo

Attendance
Grades
Credits
Schedule
Student Behavior
Award
Tests...
Registration
Enrollment...
Historical
Program Profile

Test Results
Reg Info...
CSIR...

Background Data
Record Access
Rejoiners
Authorizations
Student Health
Screenings
Grid Test
Truancy
Extended Demo
Grad/Planning
CSIS Program
Service Hours
AccuVoice
COMMENTS

Incident Details

*Incident Category: Attendance Event/Concern Category

*Incident start: 04/18/2006 [mm/dd/yyyy] Time: 12:00 AM [hh:mm]

Incident end: [mm/dd/yyyy] Time: 12:00 AM [hh:mm]

Referred by, school: Castle Park Middle School

Referred by: N/A

Referred by (other):

Overall incident severity: N/A

Incident Description:

[Additional Incident Details](#)

Persons Involved

Selected: 0 Total: 1

Name	ID	Involvement	Person Type	School
<input type="checkbox"/> JOHNSON, KESHIA S	644499	Primary	School Student	Castle Park Middle School

Select School Student | Select District Student | Select Staff | Add Other | Remove

Events or Concerns

To modify an 'Event/concern' select the event/concern hyperlink.

Selected: 0 Total: 1

Category	Event/Concern	Severity	Persons involved
<input type="checkbox"/> Attendance Event/Concern Category	Excessive Absences	N/A	JOHNSON, KESHIA S (P)

Add | Delete

Actions

*Required
Inactive student, Student receives specialized services

OK | Cancel

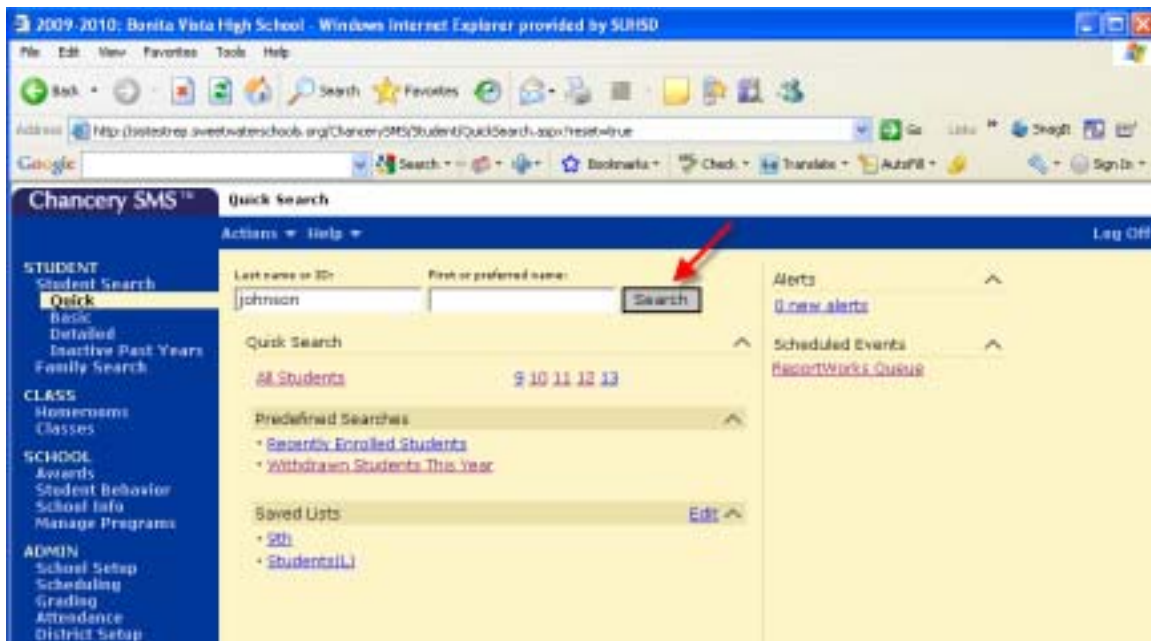
Internet

Creating a SARB Legal Alert and Action Step

*This section should be completed by the Student Services Department.
This section should be completed after the Student's SARB hearing.*

Creating the Legal Alert

1. Type in the **Students Last** and **First Name** or **Student ID** of the student to be SARB'd.
2. Click on the **Search** button



3. Click on the **Student Name**

2009-2010: Bonita Vista High School - Windows Internet Explorer provided by SURSD

File Edit View Favorites Tools Help

Address http://datahelp.sweetwater.k12.or.us/ChancerySMS/Student/SearchResults.aspx?c=LastnameID,Johnson&v=JESK

Google Search -- Bookmarks Check Translate AutoFill Sign In

Chancery SMS™ Quick Search - Student Search Results

Actions Edit Reports Help Home Log Off

STUDENT Student Search Quick Basic Detailed Inactive Past Years Family Search

CLASS Homeless Classes

SCHOOL Awards Student Behavior School Info Manage Programs

ADMIN School Setup Scheduling Grading Attendance District Setup Reports Experts

Last name or ID: First or preferred name: Search

Search Results

List: ID is or Last name starts with "Johnson" Selected: Total: 8

<input type="checkbox"/>	Student Name	ID	Gr(A)	HL	Gender	Birthdate
<input type="checkbox"/>	JOHNSON, ANDRE		10	N/A	M	Sep 24, 1994
<input type="checkbox"/>	JOHNSON, CHRISTINA S		9	N/A	F	Jul 2, 1995
<input type="checkbox"/>	JOHNSON, CODY A		13	N/A	M	Jun 17, 1988
<input type="checkbox"/>	JOHNSON, DELVON L		9	N/A	M	Sep 23, 1994
<input type="checkbox"/>	JOHNSON, MARIAL		9	N/A	F	Mar 7, 1995
<input type="checkbox"/>	JOHNSON, MICHAEL P		9	N/A	M	Jul 20, 1995
<input type="checkbox"/>	JOHNSON, SARANTHA A		9	N/A	F	Jul 26, 1995
<input type="checkbox"/>	JOHNSON, URSULA L		9	N/A	F	Mar 7, 1995

4. On the Demographic page, on the School Specific Section click on the **Legal Information**.

Chancery SMS™ Quick Search - Student Search Results - Edit Student Demographics

Actions Edit Reports Help Home Log Off

Demographics Contacts Family

Attendance Grades Credits Schedule Student Behavior Award Registration Enrollment... Historical Program Profile Health Tracking

Test Results Honor Rolls Reg Info... CSIR...

Background Data Record Access Reorders Authorizations Grid Test Trancy Extended Demo Special Ed Service Hours Acc/Voice COMMENTS Grad/Planning Grad Status State Reporting

JOHNSON, I Gr-9 Female

School Specific Overview Personal Info Address/Phone Medical Info Federal Info

Current homeroom: N/A

Enrollment status: Enrolled in Multiple Schools - Active

Student promotion status: Pending

Graduation plan: None

Placement classification: (0-9)

Distance from school: (miles)

Home address is in a school's area

Upload to parent portal

Lunch Information

Lunch status: N/A

Permission to share lunch eligibility

Contact Information

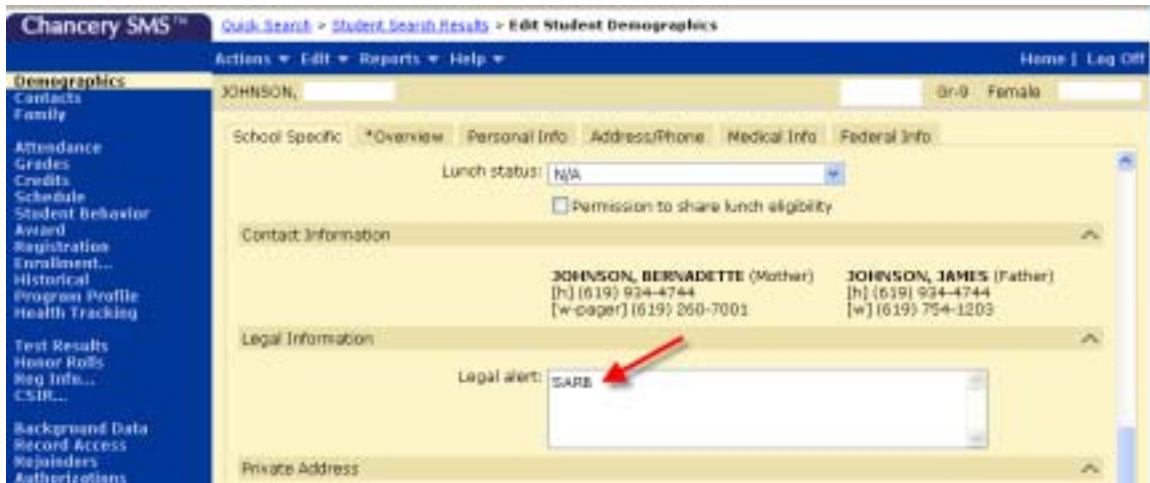
JOHNSON, BERNADETTE (Mother) [h] (619) 934-4744 [w-pager] (619) 260-7001

JOHNSON, JAMES (Father) [h] (619) 934-4744 [w] (619) 754-1203

Legal Information

Legal alert:

5. On the Legal Information section of the page, type **SARB** in the **Legal Alert** text box, *click Save*.



Creating the Action Step

6. Click on the **Student Behavior** link on the left menu bar.



7. Click on the incident number you would like to add an action step to.

Chancery SMS™ Quick Search > Student Search Results > Student Behavior

Actions Edit Reports Help Home | Log Off

Demographics: Contacts, Family

Attendance: Grades, Credits, Schedule

Student Behavior

Award, Registration, Enrollment..., Historical, Program Profile, Health Tracking

Test Results, Honor Rolls, Reg Info..., CSIR...

JOHNSON, [redacted] Gr-0 Female

Student Behavior Search

Search Results

List: - Select a search criteria -

Selected: 0 Total: 1

<input type="checkbox"/>	Incident Number	Incident Start Date	Incident Severity	Primary	Event or Concern	Action
<input type="checkbox"/>	27542	Sep 21, 2009	N/A	JOHNSON, CHRISTEN S	Added or Abetted Physical Inj	Counseling

8. Under the **Actions** section of the page, *click Add*.

Chancery SMS™ Quick Search > Student Search Results > Student Behavior > Edit Behavior Incident

Actions Edit Help Home | Log Off

1456 - Apr 18, 2006

Referred by, school: Castle Park Middle School

Referred by: N/A

Referred by (other):

Overall incident severity: N/A

Incident Description:

[Additional Incident Details](#)

Persons Involved

Selected: 0 Total: 1

<input type="checkbox"/>	Name	ID	Involvement	Person Type	School
<input type="checkbox"/>	JOHNSON, KESHIA S	644499	Primary	School Student	Castle Park Middle School

Select School Student Select District Student Select Staff Add Other Remove

Events or Concerns

To modify an 'Event/concern' select the event/concern hyperlink.

Selected: 0 Total: 1

<input type="checkbox"/>	Category	Event/Concern	Severity	Persons Involved
<input type="checkbox"/>	Attendance Event/Concern Category	Excessive Absences	N/A	JOHNSON, KESHIA S (P)

Add Delete

Actions

To modify a specific 'Action' select the action hyperlink. To define dates and times for 'action step(s)' select the action step(s) hyperlink.

Selected: 0 Total: 0

<input type="checkbox"/>	Action	Action step(s)	Target start date	Target end date
There are no records in this list.				

Add Delete

*Required
 Distive student: Student receives specialized service

OK Cancel

9. In the **Action Category** dropdown, *select Discipline Action Category*.
10. In the **Action sub-category** dropdown, *select Discipline Action Sub-Category*.
11. In the **Action** dropdown, *select Refer Student Services (SARB)*.
12. *Enter any additional information about the action step.*
13. *Click Save+Add or OK.*

Note: Fields denoted with asterisks (*) are required.

Chancery SMS™ [Click Search](#) > [Student Search Results](#) > [Student Behavior](#) > [Edit Behavior Incident](#) > [Add Action](#)

Actions ▾ Help ▾ Home | Log Off

Incident #23542 - Sep 21, 2009

Add Action

Responsible person, school: Bonita Vista High School
 Responsible person: N/A
 Responsible person (other):
 Action description:

*Action category: Discipline Action Category
 *Action sub-category: Discipline Action Sub-Category
 *Action: Dropped from Class
 Action type: N/A
 Action severity: N/A

Available Action Step(s) Selected Total: 1
 Adjustment Class
 Arrested
 Bus Privilege Suspended
 Campus Clean Up
 Dropped from Class

Persons Involved
 Add this action to following involved persons. Action can be assigned to your school students only.
 Selected: Total: 1

Name	ID	Involvement
<input checked="" type="checkbox"/> JOHNSON, CHRISTEN S	487566	Primary

Related Events or Concerns

*Required
 Inactive student; **Student receives specialized services**