LAUSDMAX DISCIPLINE MODULE FAQs

1. ***How do I get access to the Discipline module?***
Principals were granted automatic access as a ONE TIME process. Moving forward, ALL personnel must apply for access. Teachers were granted access to the counseling and discipline modules via an update to the user role. Designated school staff is to apply directly for access through EZ Access http://ezaccess.lausd.net. The ESC/Central staff is to apply by submitting the ISIS User ID Authorization Request for Educational Service Center & Central Office Staff. User role descriptions are provided in the Guide to LAUSDMAX User Roles available on the ISIS Website.

2. ***Is the principal the only person that can have access to the Discipline module?***
No, other staff members such as deans and assistant principals may apply for access through EZ Access http://ezaccess.lausd.net.

3. ***Will the Discipline module data be linked with the Secondary Student Information System (SSIS)?***
Yes, for secondary students, LAUSDMAX discipline suspension data will be linked to SSIS so that E.C. 49079 mandated reporting events are printed on the Pupil Accounting Report (PAR) when the student leaves the District.

4. ***Will the Discipline module data be linked with MyData?***
Yes, the MyData Suspension Reports already populate with LAUSDMAX discipline suspension data. The Discipline Referral set of reports will be available at a later date.

5. ***Will information in SSIS ID 19 be brought over to LAUSDMAX?***
No, it will remain in the legacy system for historical purposes only.

6. ***When students who receive special education services are suspended, will the IEPs continue to be created in Welligent?***
Yes, the IEPs will continue to be created in Welligent.

7. ***What historical discipline data will be available in the Discipline module?***
Elementary Student Information System (ESIS) historical suspension data is already available in the Discipline module. The SSIS suspension data and all K-12 data in the former Office Discipline Referral (ODR) system will be converted by August 2013.

8. ***Do I need to report discipline incidents in ISTAR?***
It depends on the incident. School personnel are required to continue reporting certain student incidents in ISTAR; see BUL-5269.1.

9. ***If I want to create a discipline referral and LAUSDMAX is not available or I don't have access to a computer, what do I do?***
Complete Attachment A, *ISIS Discipline Referral,* of BUL-5808 and follow your school's procedures for having the information on the paper referral form entered into the system.

10. ***How do we process a student discipline incident that occurred on a District Bus?***
When a discipline incident happens on school bus, the bus driver is to either report it to the principal (administrative designee), or to the transportation supervisor, who in turn, will report it to the principal. The principal is responsible for reporting the incident in ISTAR and entering it in the Discipline module.

    A bus suspension does not necessarily mean that the student is also suspended from school. The principal may decide to issue a non-suspension response, in which case the parent is responsible for arranging transportation for the student. The bus driver must receive approval from his/her supervisor to issue a suspension from the District bus. The parent is to be notified and given a one-day grace period prior to the start of the

suspension. The bus driver submits the suspension paper work to his/her supervisor who provides a copy to the principal to keep in the student's discipline file (yellow folder).

11. **What if the reason for referral is not included in the Discipline module event codes?**
The Discipline module only includes reasons for which the State authorizes disciplinary action. This list is mandated by the State and may **not** be modified. If the reason for referral is not included, a counseling referral may be submitted via the Counseling module.

12. **Am I to select an option when the dropdown menu displays "Please Select"?**
Select an option only if the field is required (as indicated by the red asterisk) or the field is applicable to the incident.

13. **Can I select more than one reason for referral (event code)?**
Yes, more than one event code may be selected for each incident via both the Teacher and Admin portals.

14. **As a Discipline Administrator/Designee, how do I know discipline incidents have been submitted?**
Currently there is not an e-mail alert to notify the Discipline Administrator/Designee(s) that a referral has been submitted. Staff may use Attachment C, *Discipline Referral Pass*, of BUL- 5808 and/or other practices established on campus. Users may use the *Search for Incident* or *Search for Response* links located under the Discipline menu.

15. **How do we print out a list of teachers/staff who submitted a discipline incident?**
Generate the *Student Discipline Report* in Excel. (Report is located under Reports > Discipline.) Add filters to the column headers and filter by the "Referred By" column.

16. **Can I edit a submitted discipline incident?**
Yes, if you have the Discipline Administrator/Designee user role. Incident information can be edited as needed, including changing the reason for referral (event code).

17. **Can I edit a discipline incident response?**
Yes, the response can be edited by navigating to the incident and then to the pertinent response and editing it (Search for Incident > Incident Response > Edit).

18. **If I added the wrong student as a participant to a discipline incident, can I delete the individual?**
Yes, after selecting the incident, click on the *Participant* tab located on the top portion of the page, select the *Participant #,* and click the *Delete* button at the bottom of the page.

19. **Can I delete a submitted discipline incident?**
No, the [Request for Removal of Student Discipline Incident(s) - FORM](#) must be completed, signed by the principal, and submitted to the ISIS System Administration staff for deletion. (Deletion is typically completed within four days.)

20. **Can I add more than one response to a student discipline incident?**
Yes, more than one response can be added by searching for the incident, clicking on the *Incident Response* tab, and clicking the *Add Response* button. Please note that the response page pertains to a single response and must be saved in order to enter an additional response. Multiple responses cannot be selected at the same time.

21. **How do I view a student's discipline incident history?**
The history may be viewed by generating the *Social Adjustment Report* (Reports > Discipline > Social Adjustment Report). This report produces a comprehensive list of a student's discipline referrals, indicating the date, specific

incidents, and behavioral intervention(s) received for each referral. It includes referrals from the current school of enrollment as well as prior LAUSD schools of enrollment.

You can also view the student's discipline incident history by clicking the Student Intervention Search link in the Discipline menu and searching for the student.

22. ***If I suspend a student from school prior to the end of the school day, and the student leaves, does that day count as one day of suspension?***
Yes, that day counts as one and must be entered in the field *Suspension Date From*.

23. ***How do I mark the attendance if a student is suspended and leaves prior to the end of the school day?***
Elementary Schools: Assuming the student was present when the teacher submitted attendance, the office staff is to change the attendance status to Tardy, enter the Time Out, and enter the early leave code of "6" early leave - excused.

Secondary Schools: Teachers are to submit attendance as usual. For the periods/classes missed, the office is to enter absence reason code "4" (school suspension).

24. ***How do I mark the attendance if a student is suspended from class or serving in-school suspension?***
The teacher(s) marks the attendance status as absent. Once the student arrives at the assigned suspension location, if the staff member has Admin portal access, then online attendance can be submitted as usual.   If not, the staff member should take attendance using a Five/Ten Column Class Worksheet and submit it to office staff for data entry. The corresponding absence reason code is entered:
   - SC - Suspended Class
   - 4I - In-School Suspension

Both reason codes count as "present" for ADA purposes and will not be counted in the absence totals on the student's report card.

25. ***How do I generate a suspension letter?***
In order to generate a suspension letter, a discipline incident must be created, participant(s) must be added, and a suspension response must be issued. To generate the letter, navigate to Reports > Discipline > Parent Notification of Student Suspension. Visit https://ol2.lausd.net/moodleapp/course/view.php?id=766 to view a video tutorial. The letter must be generated in the student's home correspondence language and in English.   Copies of both letters signed by the administrator/designee, which are provided to the parent, must be filed in the student's yellow discipline folder.

26. ***Where do I access resources and training materials?***
Resources and training materials are available on the ISIS Website Discipline page (ISIS Website > For Schools > Elementary, Options, or Secondary > Discipline).

27. ***Who do I contact if I have questions?***
   a. ***If you have policy questions (e.g., can I suspend a student for disruption?):***
   Contact the Student Discipline and Expulsion Support Unit at (213) 202-7555.

   b. ***If you have application questions (e.g., how do I enter an incident in LAUSDMAX?):***
   Contact the ITD Helpdesk at (213) 241-5200; use menu option 5, then sub-option 3 to reach secondary support OR sub-option 2 for elementary support. You may also submit an online request through the Customer Self-Service (CSS) system: https://itdscweb.lausd.net/sc/ess.do.