

## IMPACT Verify: Modifying Suspension Days due to Winter Weather Cancellations for February 9<sup>th</sup> 2018

Due to the severe winter weather on February 9<sup>th</sup> 2018, schools were closed and the day was changed to a non-attendance day for students. Due to this, **any suspension days** that were entered for students for this day need to be edited and resubmitted in IMPACT – Verify.

Revised 2018 Calendar Days:

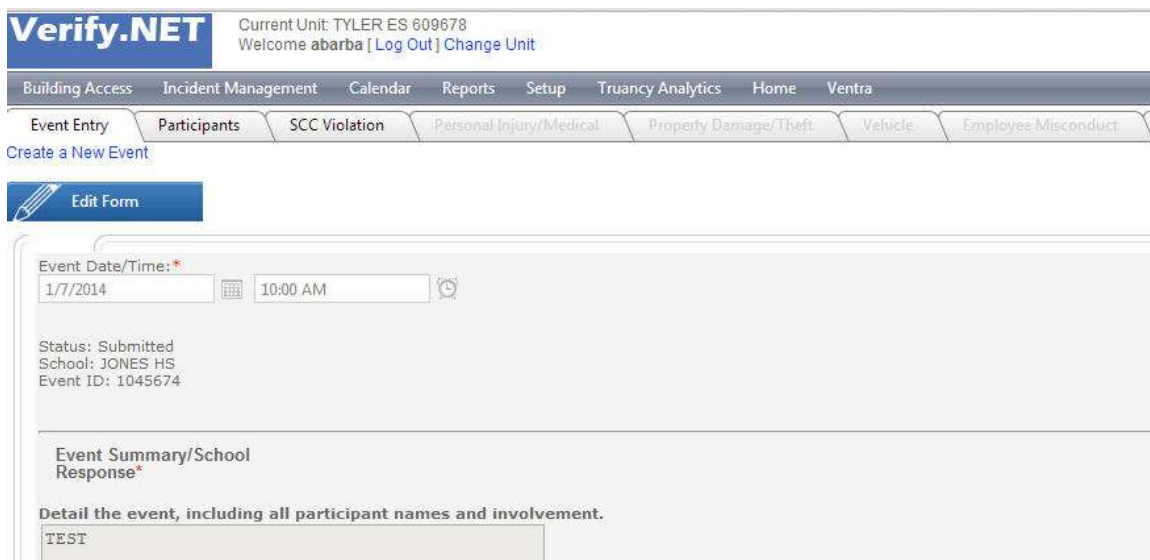
Date	Type of Day
February 9, 2018	Student non-attendance day
June 19, 2018	Student attendance day

### SIM Attendance Association

Suspension days entered into Verify are automatically fed into the SIM application via a nightly feed. The suspension days entered in Verify for February 9<sup>th</sup>2018 that were fed into SIM have been cleared and are now non-attendance days in SIM. if you do not update the suspension days in Verify the data from the two applications will not be accurate and will be out of sync for those particular dates.

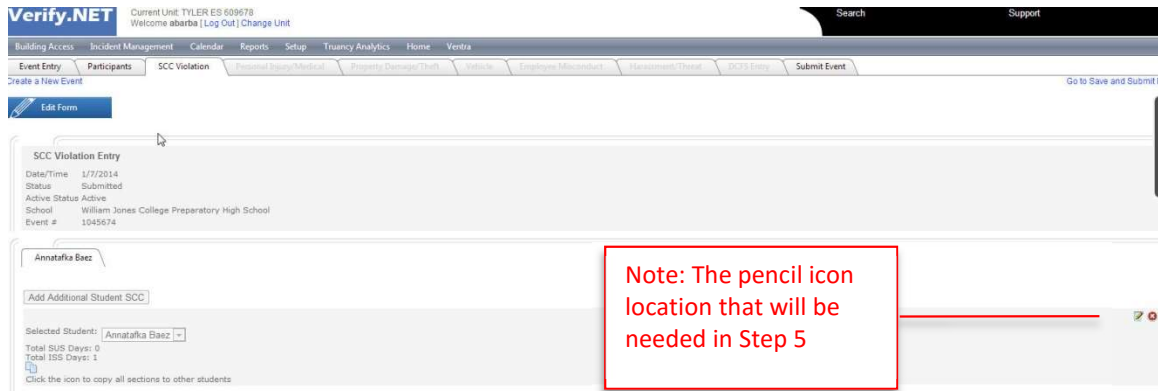
The following steps detail how to modify the existing suspension days:

1. You can use the *Infraction Event Search* or the main *Infraction Event* screen (bottom grid will display all events you have entered) to find the events that need editing.
2. Click on *View Event* to access event.
3. Click on *SCC Violation* tab.



The screenshot shows the Verify.NET application interface. At the top, it displays the current unit as TYLER ES 609678 and a user login for abarba. Below this is a navigation menu with tabs for Building Access, Incident Management, Calendar, Reports, Setup, Truancy Analytics, Home, and Ventra. Underneath, there are sub-tabs for Event Entry, Participants, SCC Violation, Personal Injury/Medical, Property Damage/Theft, Vehicle, and Employee Misconduct. A blue 'Edit Form' button is visible. The main content area shows event details for an event on 1/7/2014 at 10:00 AM, with a status of 'Submitted', school 'JONES HS', and event ID '1045674'. There is a section for 'Event Summary/School Response\*' with a text area containing the word 'TEST'.

4. Click *Edit Form* button on the top of the screen.



5. Click on the *pencil icon* on right hand of the screen.
6. Scroll down to the bottom of the page where suspension days are entered and click the *Clear Suspensions* button.

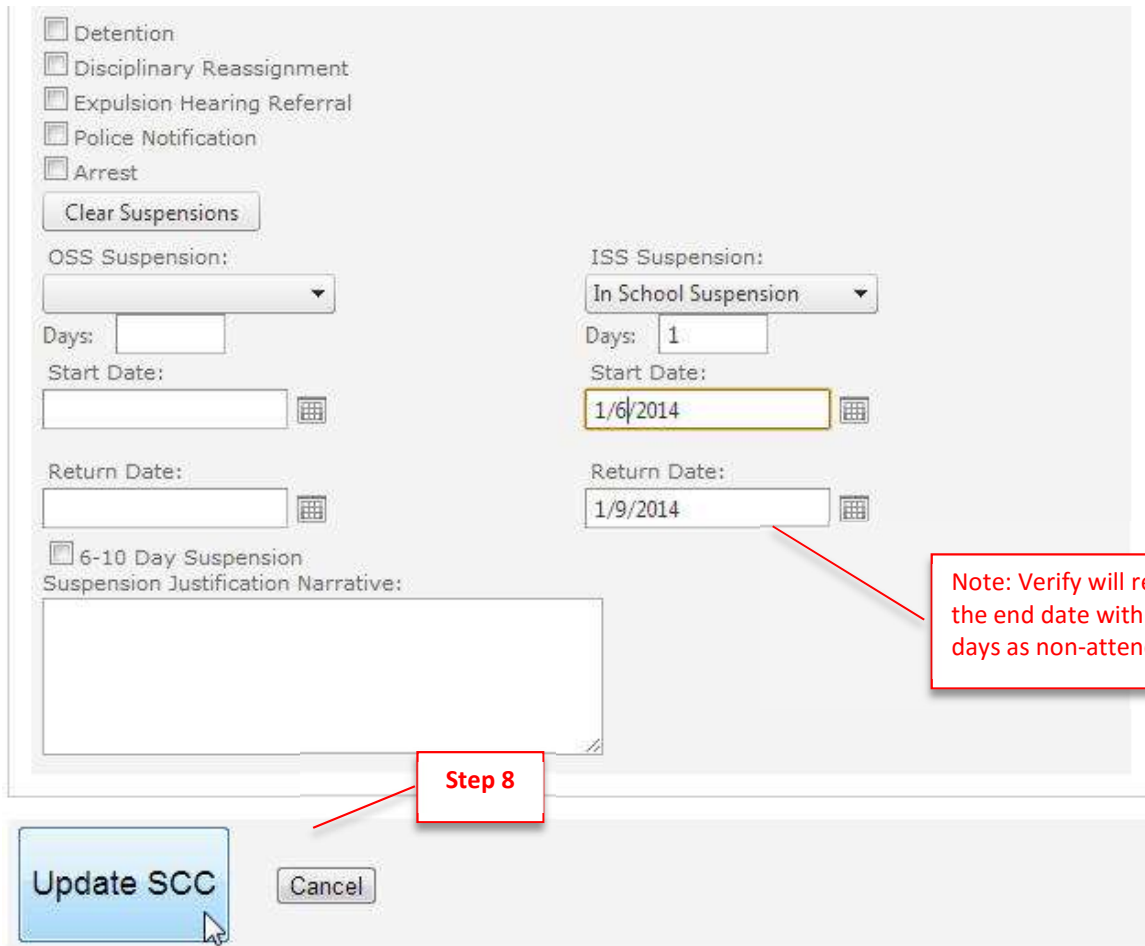
Detention  
 Disciplinary Reassignment  
 Expulsion Hearing Referral  
 Police Notification  
 Arrest

OSS Suspension:   
 Days:   
 Start Date:    
 Return Date:

ISS Suspension:   
 Days:   
 Start Date:    
 Return Date:

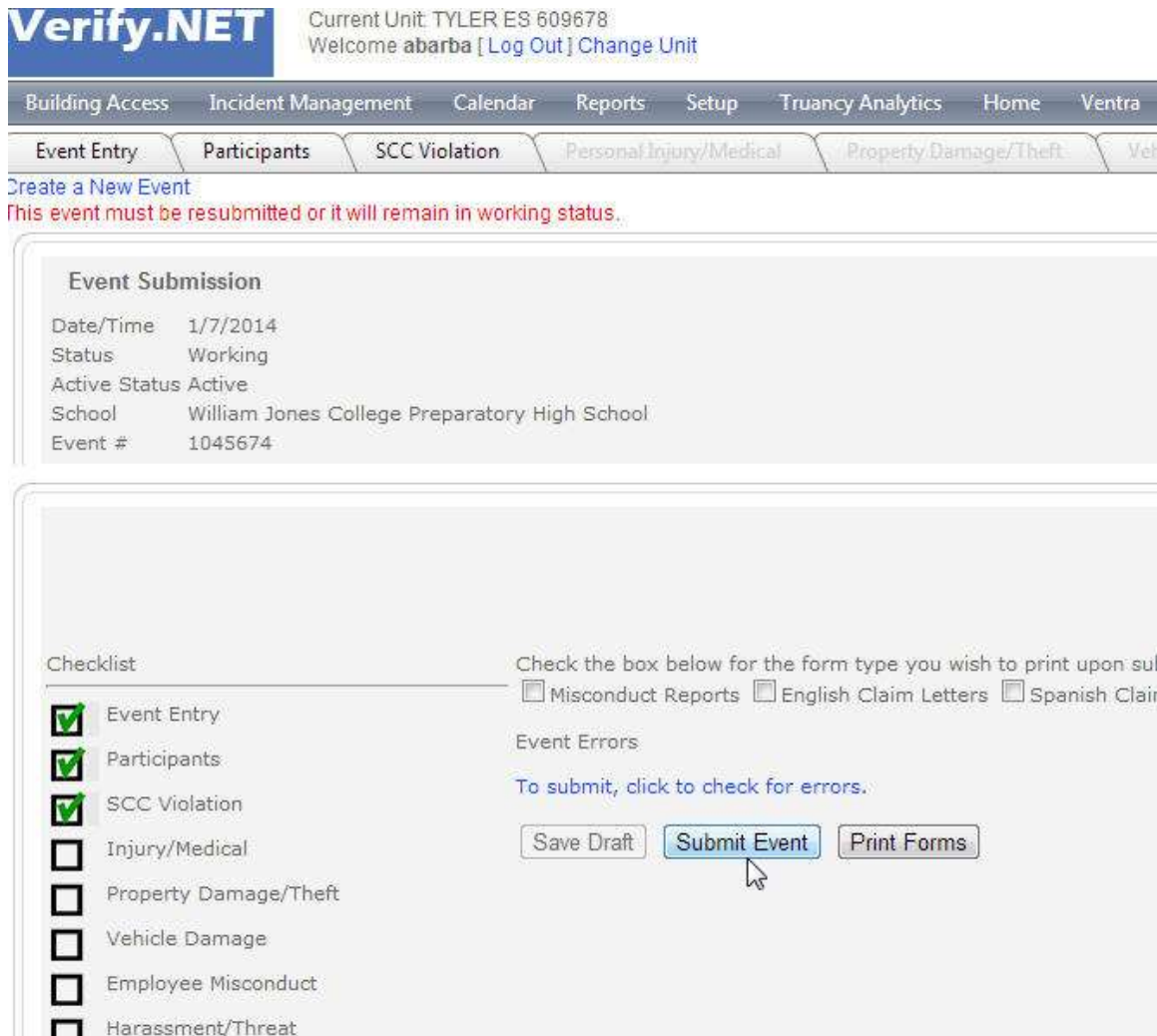
6-10 Day Suspension  
 Suspension Justification Narrative:

7. Re-enter the type of suspension, number of days, and start date.



The screenshot shows a web-based form for managing suspensions. On the left, there are several checkboxes for suspension types: Detention, Disciplinary Reassignment, Expulsion Hearing Referral, Police Notification, and Arrest. Below these is a 'Clear Suspensions' button. The form is divided into two columns for 'OSS Suspension' and 'ISS Suspension'. The 'ISS Suspension' column is active, showing a dropdown menu set to 'In School Suspension', 'Days' set to '1', 'Start Date' set to '1/6/2014', and 'Return Date' set to '1/9/2014'. A red box labeled 'Step 8' points to the 'Update SCC' button at the bottom left. A red callout box on the right contains the text: 'Note: Verify will recalculate the end date with new snow days as non-attendance days.' Below the main form is a 'Suspension Justification Narrative' text area and a '6-10 Day Suspension' checkbox.

8. Click the *Update* SCC button.
9. Click the *Submit* tab and click the *Submit Event* button to resubmit the event.



**Verify.NET** Current Unit: TYLER ES 609678  
Welcome **abarba** [ Log Out ] Change Unit

Building Access Incident Management Calendar Reports Setup Truancy Analytics Home Ventra

Event Entry Participants **SCC Violation** Personal Injury/Medical Property Damage/Theft Ver

Create a New Event  
This event must be resubmitted or it will remain in working status.

**Event Submission**

Date/Time 1/7/2014  
Status Working  
Active Status Active  
School William Jones College Preparatory High School  
Event # 1045674

Checklist

- Event Entry
- Participants
- SCC Violation
- Injury/Medical
- Property Damage/Theft
- Vehicle Damage
- Employee Misconduct
- Harassment/Threat

Check the box below for the form type you wish to print upon sub

Misconduct Reports  English Claim Letters  Spanish Clair

Event Errors

To submit, click to check for errors.

Save Draft **Submit Event** Print Forms

For additional assistance please call the Verify Help Desk at 773-583-8267 or email [support@omicrontech.net](mailto:support@omicrontech.net).