

## Star\_Student

### Documentation of Short-Term Suspensions to New Directions Academy

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When a student is suspended to New Directions Academy prior to a permanent placement by the Disciplinary Hearing Authority, the following procedure should be used:

#### Discipline Screen:

- Final Disposition: SNDA – Suspended, Report to NDA
- The Number of Days Suspended should be documented in the **ISS** Column  
(Out of School Suspensions to New Directions Academy are considered an “off-site ISS”)
- If the student is then Remanded to New Directions Academy for the same offense, the Suspension should be moved to the Dispositions History at the Bottom of the Screen and the Remand Disposition entered as the Final Disposition.

#### Attendance Screen:

- If a student has a discipline record with Suspension (OSS or ISS) the appropriate attendance code will automatically post to that student’s attendance record.