The Victims and Witnesses form will allow you to store and track information for a student who was a victim or witness to a crime. The Civil Rights report tracks victims of harassment and data can be entered on this form.

The form is accessed from View all Forms on the Control Panel. The form has a tab for Victim (VIC) and another tab for Witness (WIT).

The Victims and Witnesses form has an Incident ID field. This Incident ID field will allow Victim or Witness records to be linked to Assertive Discipline records by populating the field with the same Incident ID number. This will enable schools to track multiple students involved in one discipline incident.
INITIAL SET-UP

Users who will be using Victims and/or Witness forms will need the appropriate permissions to the following tables:

- VIC – Victims
- WIT – Witnesses
- ADS – Assertive Discipline - Users that will be linking the Incident IID number of a Witness or Victim record will need SELECT permissions to the ADS table.

The codes to the following fields can be set up in the Code Table.

Victims form:
- VIC.TY – Victim Type. The default codes are provided as a reference. They can be used in the Civil Rights report, but each district can define their own set of codes or modify the ones provided by Aeries.
- VIC.ST – Victim Status. The default codes are provided as a reference. They can be used in the Civil Rights report, but each district can define their own set of codes or modify the ones provided by Aeries.

Witnesses form:
- WIT.TY - Witness Type
- WIT.ST - Witness Status
- WIT.LCN and VIC.LCN - Incident Location pulls from the ADS.LCN Assertive Discipline Location.
VICTIMS(VIC) FORM

To access the Victims form, from the Control Panel click the mouse on the View All Forms button. Click the mouse on Victims and Witnesses to access the form. The following form will display.

To add a new record, click the mouse on the Add button. Enter the information on the form.

INCIDENT ID LOOK UP

On both forms there is a Lookup button on the Incident ID field. The Lookup button can be used to link the Victim or Witness record with an Assertive Discipline record that has been previously entered.

Click the mouse on the Lookup button and a date input form will display. The date of the Victim or Witness record will default but the date can be changed. Click the mouse on the OK button to continue and the Discipline Incidents form will display.
The **Discipline Incidents form** will display with any student that has a discipline record with the date selected. A date range can be entered or the date can be de-selected to display all discipline records. The **Incident ID** option can be selected and a specific ID can be entered.

To link a **Discipline Incident ID** to a **Victim** or **Witness** record, double click the mouse on the **Discipline Incidents form** on an Incident ID to select it. Once it is highlighted, click the mouse on the **Use Selected IID** button on the lower right of the form.

The **Incident ID** field will now be populated on the **Victims** or **Witness** form.
A summary of records will display to the right of the form. The selected record will have an orange background and the current years records will have a yellow background. Previous years records will not be highlighted unless it is the selected record.

**WITNESS (WIT) FORM**

To access the Witness form, from the Control Panel click the mouse on the View All Forms button. Click the mouse on Victims and Witnesses to access the form. The following form will display. Click the mouse on the Witness (WIT) tab and the following form will display.

To add a new record, click the mouse on the Add button. Enter the information on the form. The Incident ID field can be populated using the Lookup button as described on the Victims form section.