

Principal Behavior Referral

Adding a Behavior Referral

- Expand Behavior
- Click on Behavior Referral
- Click on the New button
- Enter the correct Date and Time of incident
- Select the name of the administrator the referral is to go to
- Enter a Title for the incident
- Select the correct context of incident
- Select the correct location of incident
- Type in details of event Do not include names of students here, just describe the event. Student names will be entered on the next page of the referral.
- Click the button labeled Add Event/Participant (add bottom of page, may have to scroll down to see)
- Select the correct Event Type: Teacher Submitted or Transportation Submitted. Do not choose anything else.
- Select the correct Behavior Location
- If the incident included an assault against anyone, include that info in the Assault against box, otherwise leave blank.
- In the Bullying/Harassment based on field, select correct option (select na, if not applicable)
- Adding Participants
 - Type in the student name (last name, first name) or ID number in the Student Name or Complete Student Number field
 - Click on the Search button
 - Select the correct student
 - If multiple students need to be added to the event, continue searching and adding students
- Click on the Save button (at the bottom of the window)

Resolving a Behavior Referral

- Expand Behavior
- Click on Behavior Management
- Click on the Incident from the List in the Incident Management Editor
- Scroll down to bottom of screen
- Click on Add Resolution
- If nothing happens, there is no student and the student needs to be added. Click on Add Event/participant. See above section for notes on that. After student has been added, the incident can be Resolved
- Choose from the drop down the Resolution Type
- Enter Resolution Assign Date- when the event occurred
- Enter Resolution Start Date- when the suspension/detention is to start
- Enter Resolution End Date- when the Suspension/Detention is to end.
- Enter the Duration in School Days- enter a 0 (zero) if there is no detention or suspension
- Enter Details
- NPS Number of Days: if student was suspended, enter the number of days the student was suspended, otherwise enter 0
- Click Apply to and check student and Save