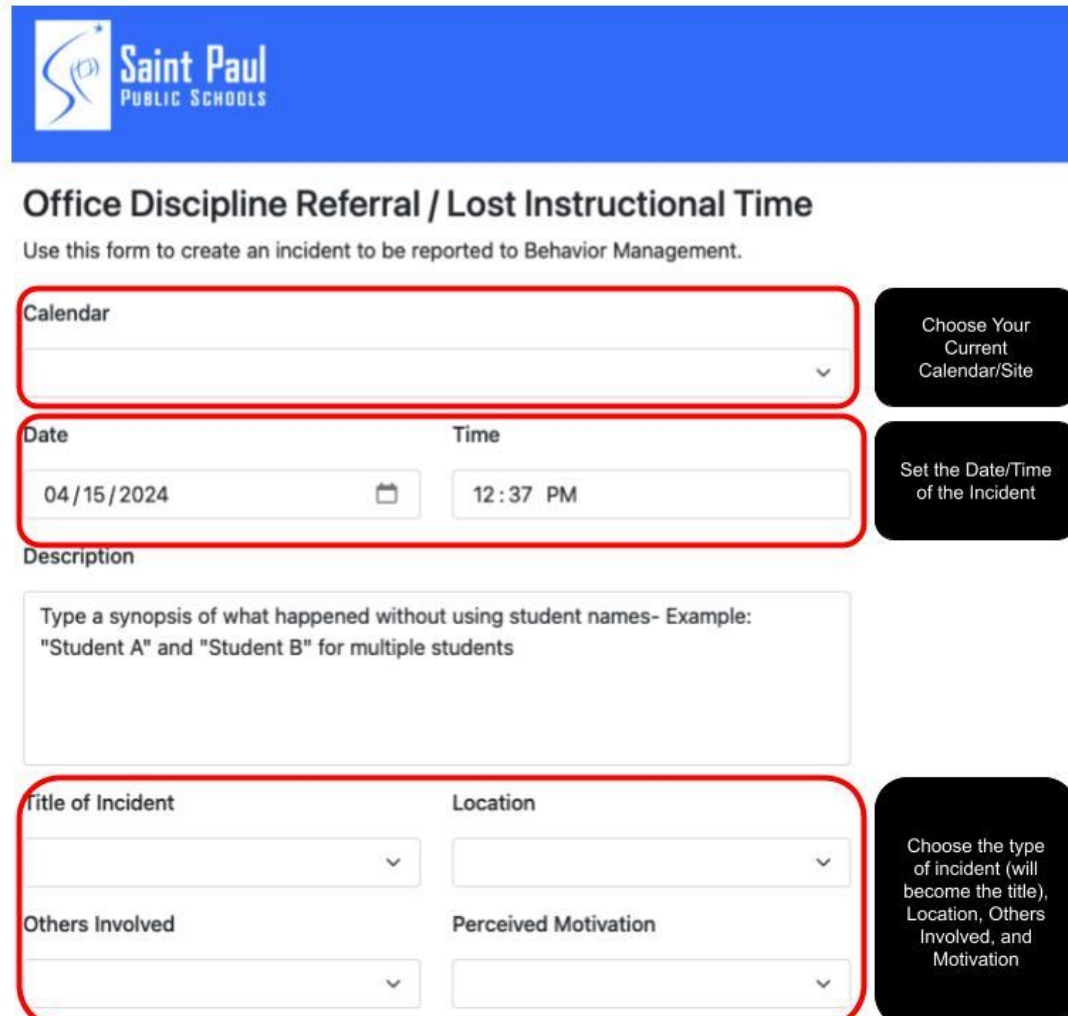




How To Complete An ODR Submission

1. Go to <https://behaviorreferral.spps.org/> (Bookmark for future use).
- 2.



Office Discipline Referral / Lost Instructional Time
Use this form to create an incident to be reported to Behavior Management.

Calendar
[Dropdown menu] Choose Your Current Calendar/Site

Date 04/15/2024 **Time** 12:37 PM Set the Date/Time of the Incident

Description
Type a synopsis of what happened without using student names- Example: "Student A" and "Student B" for multiple students

Title of Incident [Dropdown menu] **Location** [Dropdown menu] Choose the type of incident (will become the title), Location, Others Involved, and Motivation

Others Involved [Dropdown menu] **Perceived Motivation** [Dropdown menu]



Saint Paul
PUBLIC SCHOOLS

Others Involved

Perceived Motivation

Intervention Attempt #1

Intervention Attempt #2

Intervention Attempt #3

[Add Participants](#)

Student #

Participant Name

Details

[Submit Incident](#)

Add 1-3
Interventions you
previously
attempted to
remedy the incident

Click Add Participants and
use ID number to attach
student(s) involved to this
referral