Incident Management

• Only Incident Management records are published

• Must have the Incident type MA Discipline Reporting

• Date needs to be within the school year

• One offender is required – Must be linked to a student, not manually entered
Entering Record

- Title is required
- Description is best to include
- Include all students involved
- Add behavior codes and choose the main one as the primary.
- Assign behaviors to each student. Can be unique per student.
- Add objects if a behavior code of 3700 is included.
- Add actions for each student and assign to the student.
Thank You!