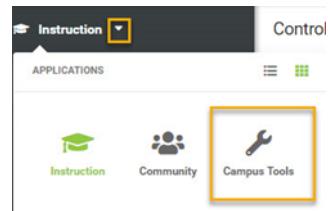




Create an Infinite Campus Behavior Referral

1

Navigate to Campus Tools: There are two main modules in Infinite Campus called Campus Tools and Campus Instruction. You must be in the Campus Tools module to enter a Behavior Referral. Click on the drop down menu and select “Campus Tools” from the menu.



2

Open the Behavior Referral Module:

Path: Index>Behavior>Behavior Referral

Select **New** to enter a new referral.



3

Date and Time of Incident-

Defaults to current date and time.

Context-Record the setting in which the incident occurred

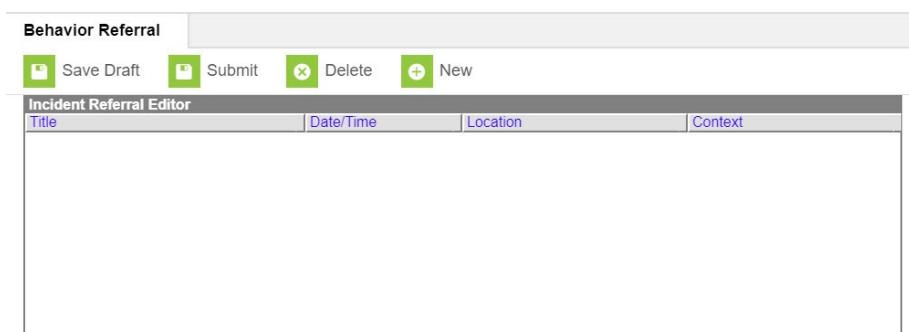
Location-A drop-down list providing a choice of locations.

Notify-Select one or more behavior managers.

Details-Narrative of the incident. Enter the narrative of the behavior without using student names. Names will be added on the Events and Participants in the next step. It is important that confidential information is not entered in the details field.

Add Event/Participant-Click

Add Event/Participant to add the event and participant in Step 4. Once you click Add Event/Participant, your screen will look like this:



Incident Detail Information
This section stores information specific to the incident and will be shared on all participants behavior tab.

| | | |
|----------------------------|--|---|
| *Alignment Discipline ▼ | *Date of Incident 08/22/2019 □ | *Time of Incident 08:30 AM |
| Title Title | Context 3: During class ▼ | *Notify (CTRL-click or SHIFT-click to select multiple) Select students |
| Context Description | Location 2c: On Campus: Classroom ▼ | Damages \$ |
| Building IRN | Details ENTER DETAILS ABOUT THE INCIDENT IN THIS BOX. DETAILS ENTERED IN THIS BOX PERTAIN TO ANY STUDENTS THAT ARE ENTERED AS A PARTICIPANT ON THIS BEHAVIOR INCIDENT. DO NOT ENTER STUDENT NAMES IN THIS FIELD. FAILURE TO ENTER ANYTHING IN THIS BOX WILL RESULT IN AN ERROR ON THE SCHOOL'S CERTIFY REPORT. | |

Events and Participants
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Add Event/Participant | Add Behavior Response

Event and Participant Details

Event Details

*Event Type:



4

Enter Event Type & Participant(s):

Select an Event Type from the List Provided

Note: If the behavior event selected was one of these event types:

Level II-Fighting/Threats

Level III-Volatile Act

Level III-Physical Assault

AND

The event involved violence directed at another person, you will need to select who the violence was directed at in the "Violence Directed At" field.

Add Participants-Offenders, Participants, Witness or Victim

Add Details-pertaining to the student's participation in the incident.

Save Draft-This will return you to the Incident Details screen.

Create an Infinite Campus Behavior Referral

5

Review and Submit the Incident:

After you save the draft, you will be returned to the Incident details screen:

Select the Incident by clicking on the one you want to review.

Review Information Be sure to review all information in the referral, as once it is submitted, the referral cannot be modified in the behavior referral tool. The behavior manager will then be in charge of reviewing and assigning any resolutions through the behavior management tool.

If you do need to make any changes, do it before you submit by clicking on the event.

Submit-Click on the "Submit" button when you are ready to submit. The behavior manager will not receive the referral until you submit the referral.