CPI Online Form Instructions

These are instructions on how to open the Infinite Campus (IC) CPI Behavior Incident/Intervention Form. Please follow the steps below to help you learn how to complete the online form.

1. Make sure you choose the current school year and the correct school at the top. Click INDEX, click STUDENT INFORMATION, click PLP, click GENERAL. A new screen will appear. Click the DOCUMENTS tab. Click NEW DOCUMENT.

2. Click CREATE CUSTOM FORM. Click the left side drop down and choose Behavior Incident/Intervention Form. Right side drop down should automatically populate. Click CREATE DOCUMENT.

3. If the student is in general education then once you click CREATE DOCUMENT then it will automatically go to the new form. If the student has an IEP then the screen below will appear. Click the empty box under Custom Student Special Ed Codes and choose the special education code. If there is more than one code and you are not sure what disability the student has then you can hover your mouse over the "student has an IEP" flag and the student's disability code will appear. Select the correct disability code then click CREATE FORM at the top and a new incident form will be created.

Form Data

Form name
Behavior Incident/Intervention Form

Select records to prepopulate data in the form.

Custom Student_ Special Ed Codes (Choose 1 record)

Description	Eligibility ⇕
Special Ed Codes_statusDate: 06/01/2012 LC	
Special Ed Codes_statusDate: 03/23/2012 PS endDate: 5/31/2012	

Summary	Team Members	**Documents**	Contact Log

⊕ Create Form

Form Data

Form name
Behavior Incident/Intervention Form

Select records to prepopulate data in the form.

Custom Student_ Special Ed Codes (Choose 1 record)

x LC	x

4. The behavior incident form will appear. Be sure to check the Special Ed. Box if the student has an IEP. The online form was created to look exactly like the previous form. All directions given previously on how to fill out the incident form should continue to be followed.
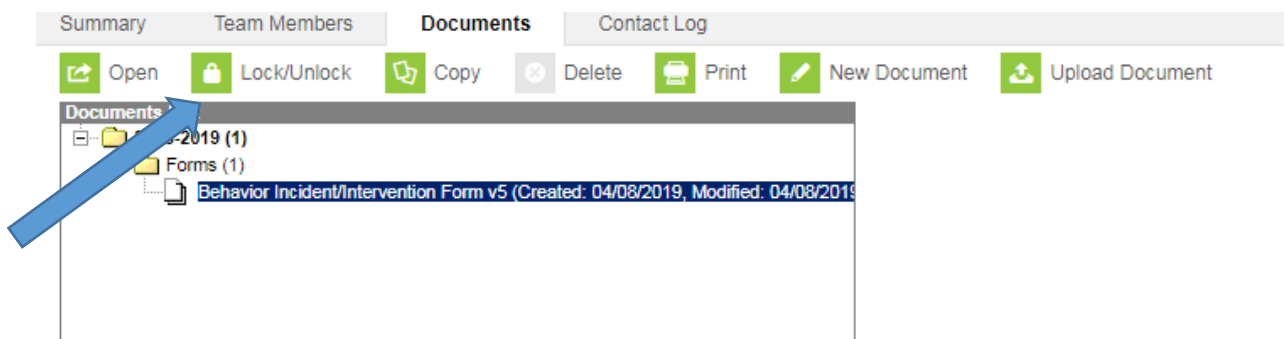
BEHAVIOR INCIDENT/INTERVENTION FORM

STUDENT'S NAME_____ AGE 14_____
SCHOOL South High School_____ GENDER M____ RACE B_____ TODAYS DATE 03/27/2019
EDUCATIONAL CATEGORY: ○ General Ed. ⊙ Special Ed. DISABILITY : LC_____

5. Once the form is complete then the staff member who completed the form should notify their principal who will review and acknowledge they have read the form. At the very bottom of the form is a spot where the principal checks a box and types their name to indicate they have reviewed the form.

Names of all involved in Debriefing:

Name: Position:

Administrator Name:

☐ I acknowledge that I have read and reviewed this documentation.

6. Once you click SAVE then all work is saved and you can return to the document at any time to continue typing in information. If you are completely done editing the document then you can lock it. You would click the LOCK/UNLOCK option

| Summary | Team Members | **Documents** | Contact Log |

Open   Lock/Unlock   Copy   Delete   Print   New Document   Upload Document

Documents
├ -2019 (1)
│ └ Forms (1)
│   └ Behavior Incident/Intervention Form v5 (Created: 04/08/2019, Modified: 04/08/2019

Other considerations

- You will not be able to save if you have not filled in the physical control, seclusion, and parent contacted boxes. If the physical control and seclusion do not apply then put n/a in those boxes.

- All staff have access, including IAs, to infinite campus and should be able to create and edit Behavior Incident forms.