Instructions to add a new behavior referral
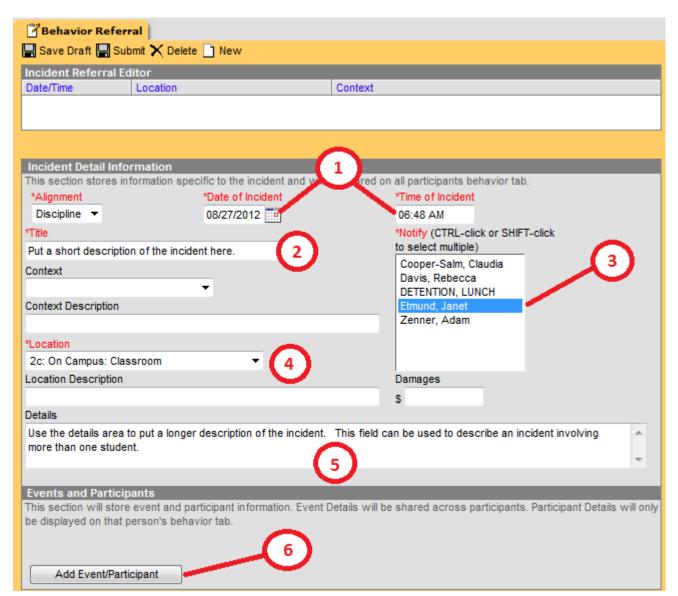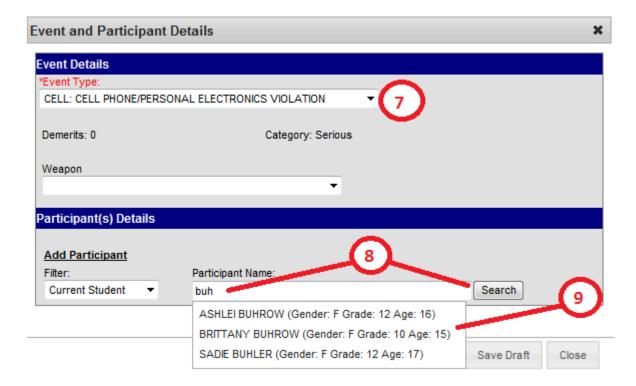
To begin a behavior referral, click on Behavior → Behavior Referral and then select New

1. The date/time defaults to the current date/time. Adjust these to match the incident date/time.
2. Type in a short description of the incident. Example: Fighting in the hall.
   Do not put student names in the title.
3. Select the appropriate administrator to notify
4. Select the location of the incident
5. Fill out the details field if there are two or more students involved and you need to describe the incident in more detail.
   There will be a place to describe the student's role in the event
6. Click on Add Event/Participant

7. Select the event type from the drop down. *Minor behaviors have been added to the drop down.*
8. Type in part of the students name and click on search.
9. Select a student from the drop down.

10. Select the student's role in the event. Example: Offender, participant, victim.
11. Type in a description of the student's role in this event.
    Repeat steps 8 – 11 to add additional students to event.
12. Click on Save Draft.

13. Click on Submit Referral.