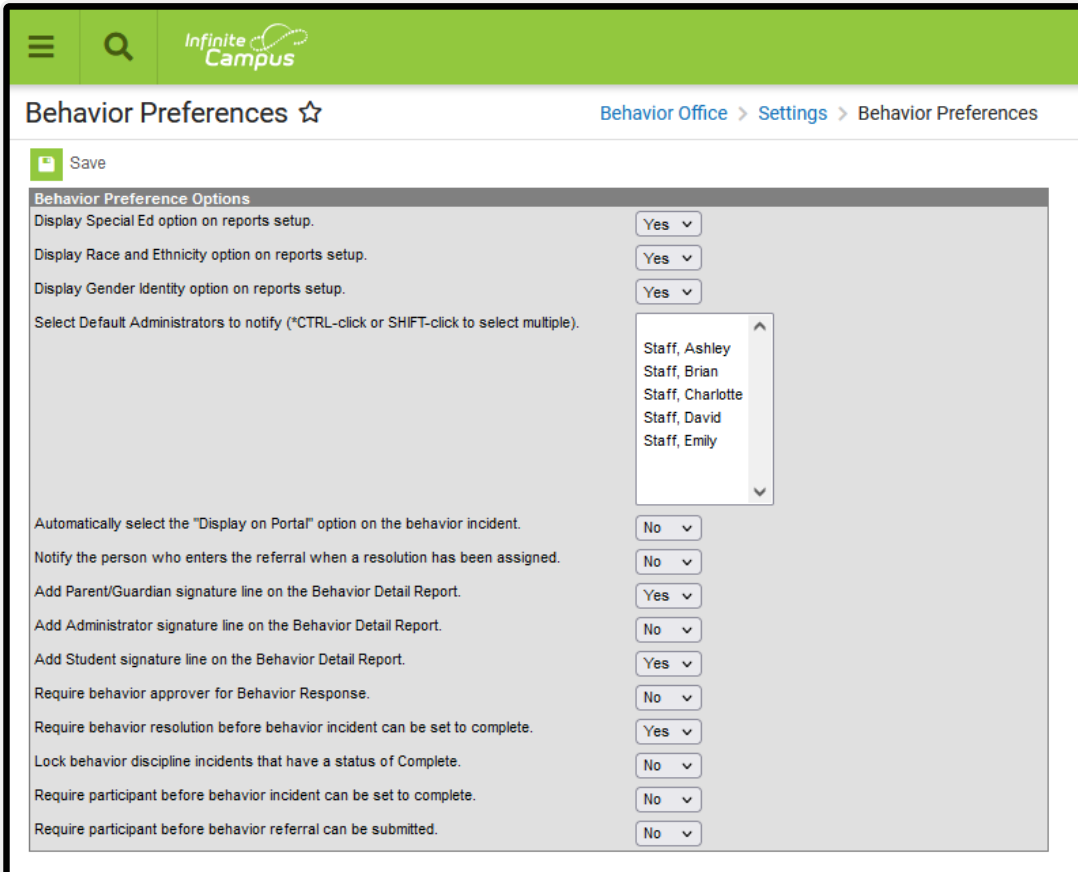


# Behavior Preferences

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Tool Search: Behavior Preferences

The Behavior Preferences tool allows users to set preferences for what participant information is included in reports and which users are automatically notified of submitted referrals.



*Behavior Preferences*

See the [Behavior Settings Tool Rights](#) article for information on available tool rights.

## Preference Options

Option	Description
<p><b>Display Special Ed Option on reports setup</b></p>	<p>Setting this option to <b>Yes</b> adds a <b>Special Ed</b> option to the Display area of the <a href="#">Event</a>, <a href="#">Resolution</a> and <a href="#">Removal</a> report editors.</p> <p>When selected, this report display option includes an indication of whether the student has an active, locked IEP at the time of the Incident in the report.</p>
<p><b>Display Race and Ethnicity option on reports setup</b></p>	<p>Setting this option to <b>Yes</b> adds a <b>Race/Ethnicity</b> option to the Display area of the Event, Resolution and Removal report editors.</p> <p>When selected, this report display option includes an indication of the participant's Race/Ethnicity in the report.</p>
<p><b>Display Gender Identity option on reports setup</b></p>	<p>Setting this option to <b>Yes</b> adds a <b>Gender</b> option to the Display area of the Event , Resolution and Removal report editors.</p> <p>When selected, this report display option includes an indication of the participant's gender in the report.</p>
<p><b>Select Default Administrators to notify (CTRL-click or SHIFT-click to select multiple</b></p>	<p>Individuals listed are those who have <b>Behavior Admin</b> selected on their <a href="#">District Assignments</a>. Selecting individuals causes them to be selected by default in the <b>Notify</b> section of the <a href="#">Behavior Referral</a>. Default selections can be modified in the Referral.</p> <p>A process alert is sent, and the user also receives an email when the <b>Staff</b> checkbox marked on the <b>Personal Contact Information</b> section on their <a href="#">Demographics</a> record.</p>
<p><b>Automatically display incident on parent portal</b></p>	<p>Setting this option to <b>Yes</b> makes the <b>Display on Portal</b> checkbox marked automatically for all participants.</p>
<p><b>Notify the person who enters the referral when a resolution has been assigned.</b></p>	<p>Setting this option to <b>Yes</b> notifies the individual who submitted the referral when a resolution is assigned to a participant. A process alert is sent, and the user also receives an email when the <b>Staff</b> checkbox marked on the <b>Personal Contact Information</b> section on their <a href="#">Demographics</a> record.</p>
<p><b>Add Parent/Guardian signature line on the Behavior Detail Report</b></p>	<p>Setting this option to <b>Yes</b> adds a Parent/Guardian signature line to the Behavior Detail Report.</p>
<p><b>Add Administrator signature line on the Behavior Detail Report</b></p>	<p>Setting this option to <b>Yes</b> adds an Administrator signature line to the Behavior Detail Report.</p>

Option	Description
<b>Add Student signature line on the Behavior Detail Report</b>	Setting this option to <b>Yes</b> adds a Student signature line to the Behavior Detail Report.
<b>Require Behavior Approver for Behavior Response</b>	Setting this option to <b>Yes</b> requires a Behavior Approver to be selected when entering a Behavior Response.
<b>Require Behavior Resolution before Behavior Incident can be set to complete</b>	Setting this option to <b>Yes</b> requires a resolution be assigned to a behavior incident before that incident can be marked as complete. This allows behavior and attendance to remain in sync.
<b>Lock Behavior Discipline Incidents that have a Status of Complete</b>	Setting this option to <b>Yes</b> locks all behavior discipline incidents (does not affect behavior award incidents) that are marked complete. An additional <a href="#">tool right</a> is required to unlock and edit completed incidents.
<b>Require Participant before Behavior Incident can be set to Complete</b>	Setting this option to <b>Yes</b> requires a participant to be associated with the Behavior Incident before it can be marked as complete.
<b>Require Participant before Behavior Referral can be submitted</b>	Setting this option to <b>Yes</b> requires a participant to be associated with the Behavior Referral before it can be submitted.