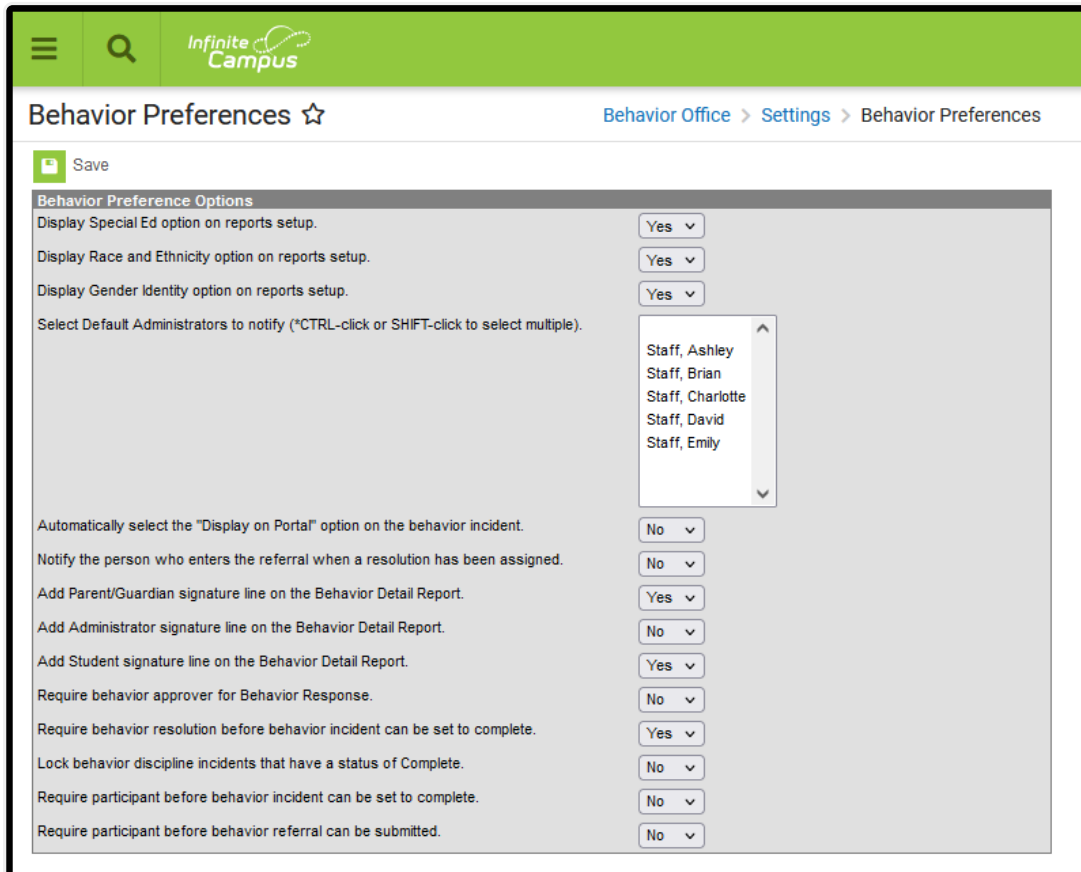# Behavior Preferences

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Tool Search: Behavior Preferences

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

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