

# Behavior Incident Report

Last Modified on 10/21/2024 8:19 am CDT

[Editor Fields](#) | [Generate the Behavior Incident Report](#)

Tool Search: Incident Report, Behavior Incident Report

The Behavior Incident Report lists the number of incidents recorded based on the options selected in the report editor.

*Behavior Incident Report*

Behavior Incidents are created and modified in the [Referral](#) or the [Management Tool](#).

## Editor Fields

BIE users have the ability to generate a BIE version of the report OR a Core version of the report. The BIE version reports BIE Location Codes instead of standard behavior location codes.

The following table describes the options available for generating the Event Report and how those options affect the generated report.

Field	Description
<b>Student and Date Fields</b>	
<b>Grade</b>	Limits report results to only students actively enrolled in the selected grade(s).
<b>Ad hoc Filter</b>	Limits report results based on the parameters of an existing <a href="#">Ad hoc Filter</a> .
<b>Date Range</b>	Limits report results to only incidents which occurred during the date range entered.
<b>Calendar(s)</b>	Limits report results to only incidents which occurred during the selected calendar(s).
<b>Incident Details</b>	
<b>Incident Type</b>	Filters the report to only incidents with the selected Type. Incident types are assigned in the <a href="#">Event Types</a> tool and can be aligned as either Award or Discipline.
<b>Report Type</b>	Determines how the report displays results. Options are: <ul style="list-style-type: none"> <li>• Summary: Lists total incidents, events and participants by Context and Location.</li> <li>• Cross Section By Location: Lists total incidents, events and participants in each location and context pairing.</li> <li>• Cross Section By Context: Lists total incidents, events and participants in each context and location pairing.</li> </ul>
<b>Incident Location</b>	Limits report results to incidents that occurred in the selected Location(s).
<b>Incident Context</b>	Limits report results to incidents that occurred in the selected Context(s).
<b>Sort Options and Format Options</b>	
<b>Event Count (ascending)</b>	Sorts results by Event count, beginning with incidents with the most events.
<b>Event Count (descending)</b>	Sorts results by Event count, beginning with incidents with the least events.
<b>Participant Count (ascending)</b>	Sorts results by Participant count, beginning with incidents with the most participants.

Field	Description
<b>Participant Count (descending)</b>	Sorts results by Participant count, beginning with incidents with the least participants.
<b>Report Format</b>	Indicates how the report generates - PDF, CSV or DOCX.

## Generate the Behavior Incident Report

1. Select which students should be included in the report by choosing a **Grade** level or **Ad hoc Filter**.
2. Select the **Calendar(s)** that should be included in the report.
3. Enter a **Date Range** in *mmdyyy* format or by clicking the calendar icons and selecting dates. Leaving the Date Range blank reports Behavior Incidents for the enter year.
4. Select the desired **Incident Type**.
5. Select the desired **Report Type**.
6. Select which **Incident Locations** to include in the report.
7. Select which **Incident Contexts** to include in the report.
8. Indicate how the report should be **sorted**.
9. Select the desired **Report Format**.
10. Click the **Generate Report** button. The report displays in the selected format.

2018-19 High School		Behavior Summary Report All Grades Event Count (ascending)		
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Context	Incident Count	Event Count	Participant Count	
Outside School Hours	1	1	1	
No Context Reported	8	8	10	
During School Hours	11	12	14	
Location	Incident Count	Event Count	Participant Count	
Off campus	1	1	2	
School Bus	2	2	3	
Hallway	4	4	5	
Classroom	13	14	15	

*Summary Incident Report - All Grades, Entered Date Range, All Incident Types, Event Count  
Ascending Sort, PDF Format*

	A	B	C	D	E	F	G
1	School Name	Location	Context	Incident Count	Event Count	Participant Count	
2	High School	Classroom	During School Hours	8	8	9	
3	High School	Classroom	Context Not Reported	3	3	3	
4	High School	Hallway	During School Hours	2	2	2	
5	High School	School Bus	Context Not Reported	1	1	1	
6		📄 (Ctrl) ▾					
7							
8							
9							

*Cross Section by Location Report - Grade 10, No Date Range, Discipline Incident Types, Event Count Descending Sort, CSV Format*

2018-19 High School		Behavior Cross Section Report		
Generated on 05/21/2019 10:51:36 AM Page 1 of 1		All Grades Participant Count (ascending)		
<b>During School Hours</b>		<b>Incident Count</b>	<b>Event Count</b>	<b>Participant Count</b>
Off campus		1	1	2
Hallway		3	3	3
Classroom		13	14	16
<b>Outside School Hours</b>		<b>Incident Count</b>	<b>Event Count</b>	<b>Participant Count</b>
School Bus		1	1	1
<b>Context Not Reported</b>		<b>Incident Count</b>	<b>Event Count</b>	<b>Participant Count</b>
School Bus		1	1	2
Hallway		2	2	3
Classroom		6	6	6

*Cross Section by Context Report - All Students, No Date Range, All Incident Types, Participant Count Ascending Sort, DOCX Format*