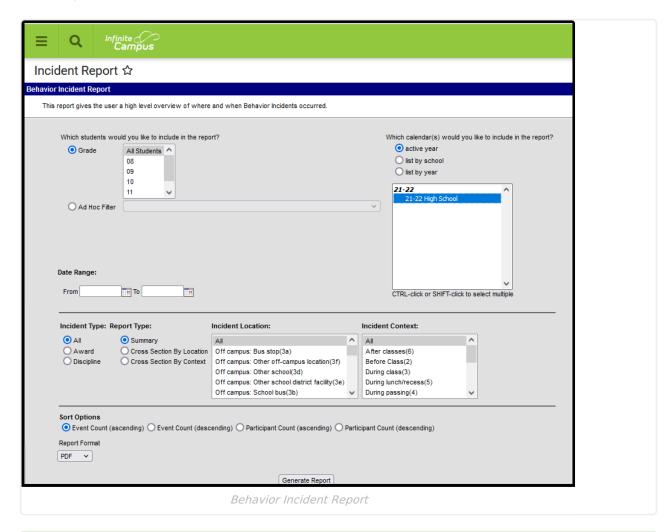# Behavior Incident Report

Last Modified on 03/13/2024 11:43 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
Student and Date Fields	
Grade	Limits report results to only students actively enrolled in the selected grade(s).
Ad hoc Filter	Limits report results based on the parameters of an existing Ad hoc Filter.
Date Range	Limits report results to only incidents which occurred during the date range entered.
Calendar(s)	Limits report results to only incidents which occurred during the selected calendar(s).
Incident Details	
Incident Type	Filters the report to only incidents with the selected Type. Incident types are assigned in the Event Types tool and can be aligned as either Award or Discipline.
Report Type	Determines how the report displays results. Options are: • Summary: Lists total incidents, events and participants by Context and Location. • Cross Section By Location: Lists total incidents, events and participants in each location and context pairing. • Cross Section By Context: Lists total incidents, events and participants in each context and location pairing.
Incident Location	Limits report results to incidents that occurred in the selected Location(s).
Incident Context	Limits report results to incidents that occurred in the selected Context(s).
Sort Options and Format Options	
Event Count (ascending)	Sorts results by Event count, beginning with incidents with the most events.
Event Count (descending)	Sorts results by Event count, beginning with incidents with the least events.
Participant Count (ascending)	Sorts results by Participant count, beginning with incidents with the most participants.

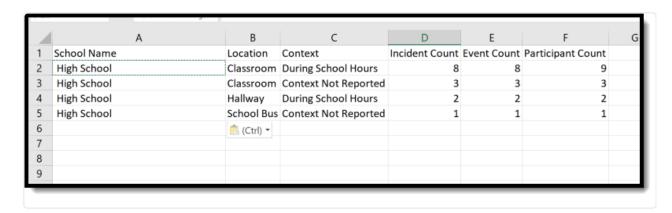| Field	Description
Participant Count (descending)	Sorts results by Participant count, beginning with incidents with the least participants.
Report Format	Indicates how the report generates - PDF, CSV or DOCX.

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 *mmddyyyy* 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 Generated on 05/21/2019 09:53:20 AM Page 1 of 1	Behavior Summary Report All Grades Event Count (ascending)		

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 Generated on 05/21/2019 10:51:36 AM Page 1 of 1	Behavior Cross Section Report All Grades Participant Count (ascending)

During School Hours	Incident Count	Event Count	Participant Count
Off campus	1	1	2
Hallway	3	3	3
Classroom	13	14	16

Outside School Hours	Incident Count	Event Count	Participant Count
School Bus	1	1	1

Context Not Reported	Incident Count	Event Count	Participant Count
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