

Behavior Event Report

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The Behavior Event Report lists the number of behavior events by type. The report can be modified in various ways, such as reporting events based on Date, Referrer, Role or Event Types, including participant details such as Race/Ethnicity, Gender, and Special Ed participation and grouping results by referrer, event type, or student.

The screenshot shows the 'Event Report' configuration page for a 'Behavior Event Report'. The interface includes the Infinite Campus logo and navigation icons at the top. Below the title, a blue header bar reads 'Behavior Event Report'. A descriptive text block states: 'This report will list the number of events per type. The report can be grouped by staff member, staff member with student, event type and student.'

The configuration area is divided into several sections:

- Which students would you like to include in the report?**
 - Grade: A dropdown menu is set to 'All Students', with options 06, 07, and 08 visible.
 - Ad Hoc Filter: An empty dropdown menu.
- Which calendar(s) would you like to include in the report?**
 - active year
 - list by school
 - list by year
 - A dropdown menu is set to '2021-22', with '2021-22 Middle School' listed below.
- Date Range:** Fields for 'From' and 'To' with calendar icons.
- Display:** Checkboxes for 'Race/Ethnicity', 'Gender Identity', and 'Special Ed', all currently unchecked.
- Submitted By:** A dropdown menu with 'All' selected, listing staff members: Staff, Alison; Staff, Amanda; Staff, Brian; Staff, Boris; Staff, Callie.
- Involvement Roles:** A dropdown menu with 'All' selected, listing roles: Instigator, Offender, Participant, Victim, Witness.
- Event Types:** Radio buttons for 'All' (selected), 'Award', and 'Discipline'. A dropdown menu with 'All' selected, listing event types: Abusive language/inappropriate language(Abuse), Criminal Act Against Staff Member(CrimS), Defiance/disrespect/insubordination(Insub), Dress code violation(Dress), Forgery/Theft(Theft).
- How would you like the records to be grouped by?** Radio buttons for 'Submitted By' (selected), 'Submitted By w/ Student', 'Event Type', and 'Student'.
- Report Format:** A dropdown menu set to 'PDF'.

A 'Generate Report' button is located at the bottom right of the configuration area.

Behavior Event Report

See the [Behavior Reports Tool Rights](#) for information on available tool rights for this report.

Behavior Event Types are created in the Behavior [Admin](#) area, and events are attached to Incidents in the [Referral](#) or the [Management Tool](#).

Editor Fields

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 to only students included in an existing Ad hoc Filter .
Date Range	Limits report results to only events attached to incidents that occurred during the date range entered.
Calendar(s)	Limits report results to only events attached to incidents that occurred during the selected calendar(s).
Display Options <i>These options display based on the setting established in the Preferences tool.</i>	
Race/Ethnicity	Reports the Race/Ethnicity code for each participant.
Gender Identity	Reports the Gender of each participant - Male, Female, or Other. Other Gender is only included when a state has included additional gender option(s).
Special Ed	Reports a Y or N based on whether the participant has an active and locked IEP at the time of the incident.
Submitted By	Reports the name of the person by whom the behavior referral was submitted. Staff members who have "Exclude Behavior Referral" marked on their District Assignment do not display.
Involvement Roles	Filters report results to only participants with the selected role(s) in the event.

Field	Description
Event Types	Filters the report to only events of the selected type(s). This list of Event Types can be filtered by Award and Discipline types.
Grouping Options and Format Options	
Submitted By	Groups records reported by the individual who submitted the referral.
Submitted By w/ Student	Groups records reported by the individual who submitted the referral with the participants of the event listed.
Event Type	Groups records by event type.
Student	Groups records by participant name.
Report Format	Indicates how the report generates - PDF, CSV, or DOCX.

Generate the Behavior Event Report

1. Indicate which students should be included in the report by selecting 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 click the calendar icons and select the date. Leaving the Date Range blank reports for the entire school year.
4. Select which participant details should **Display** in the report.
5. Indicate only events **Submitted By** a particular person should be reported.
6. Indicate only students with the selected **Roles** should be included in the report.
7. Select which **Event Type(s)** should be included in the report.
8. Indicate which **Involvement Role(s)** should be included in the report.
9. Indicate how the report should be **grouped**.
10. Select the desired **Report Format**.
11. Click **Generate Report**. The report generates in the selected format.

Screenshot of an example of the event report in PDF format, grouped by

Behavior Event Report, Grouped by Submitted By - PDF Format

18-19 High School		Behavior Type Report	
Generated on 05/21/2019 11:15:04 AM Page 1 of 16		Staff: All; Events: All Events All Roles Group by Submitted By w/ Student Breakdown Staff: 43 Events types: 31 Events: 179 Students: 163	
Staff, Angela		Total Event count: 1	Total Student count: 1
1. Event Type: No Show for Tardy Detention		Event count:1	Student count:1
Event Detail	Student(#)-Grade	Role	Special Ed
08/21/2018 4:52 PM	Student, Alexander J (#123456)-11 Male 6: White	Offender	No
Comments: No show Tardy det.			
Staff, Benjamin		Total Event count: 1	Total Student count: 1
1. Event Type: Defiance		Event count:1	Student count:1
Event Detail	Student(#)-Grade	Role	Special Ed
08/27/2018 11:00 AM	Student, Breanna (#234567)-10 Female 6: White	Offender	No
Comments: Disruption/defiance			
Staff, Carl		Total Event count: 2	Total Student count: 4
1. Event Type: No Show for Tardy Detention		Event count:1	Student count:1
Event Detail	Student(#)-Grade	Role	Special Ed
09/04/2018 8:17 AM	Student, Connor C (#345678)-10 Male 2: American Indian or Alaska Native	Offender	No
Comments: Emailed parents 9/4/18			
2. Event Type: Other		Event count:1	Student count:3
Event Detail	Student(#)-Grade	Role	Special Ed
08/31/2018 5:59 PM	Student, Dylan (#456789)-12 Male 1: Hispanic/Latino	Offender	No
	Student, Erik (#567890)-12 Male 1: Hispanic/Latino	Offender	No
	Student, Franklin (#678901)-12 Male 6: White	Offender	No
Comments: Left class early			

Behavior Event Report, Grouped by Submitted by with Student - DOCX Format

	A	B	C	D	E	F	G	H	I	
1	School	Group By	Event Type	Submitted By	Date	Student	Student Number	Grade	Role	Comments
2	High School	Event Type	48900 (a1) Caused or threatened physical injury	Staff, Samantha	9/20/2018	Student, Alan	123456	9	Offender	Report of threat
3	High School	Event Type	48900 (a1) Caused or threatened physical injury	Staff, Samantha	9/20/2018	Student, Brian	234567		Witness	Report of threat
4	High School	Event Type	48900 (a1) Caused or threatened physical injury	Staff, Samantha	9/20/2018	Student, Caleb	345678	10	Witness	Report of threat
5	High School	Event Type	48900 (a1) Caused or threatened physical injury	Staff, Samantha	9/20/2018	Student, Denise	456789	10	Witness	Report of threat
6	High School	Event Type	48900 (a1) Caused or threatened physical injury	Staff, Samantha	9/20/2018	Student, Emily	567890		Witness	Report of threat
7	High School	Event Type	48900 (a1) Caused or threatened physical injury	Staff, Samantha	9/13/2018	Student, Francie	678901	10	Offender	Physical Altercation
8	High School	Event Type	48900 (a1) Caused or threatened physical injury	Staff, Michael	9/13/2018	Student, Ginger	789012	11	Offender	Physical Altercation
9	High School	Event Type	48900(a2) Used force or violence	Staff, Michael	8/2/2018	Student, Henry	890123	12	Offender	fight
10	High School	Event Type	48900(a2) Used force or violence	Staff, Michael	8/2/2018	Student, Ivy	901234	9	Victim	fight
11										
12										
13										
14										

Behavior Event Report, Grouped by Event Type - CSV Format