

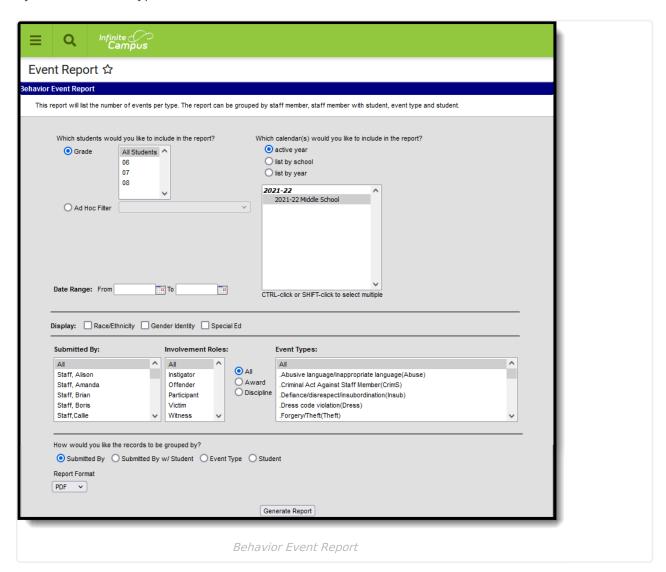
## **Behavior Event Report**

Last Modified on 07/16/2025 10:10 am CDT

## Editor Fields | Generate the Behavior Event Report

Tool Search: Behavior Event Report

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.



See the <u>Behavior Reports Tool Rights</u> for information on available tool rights for this report.



Behavior Event Types are created in the Behavior <u>Admin</u> area, and events are attached to Incidents in the <u>Referral</u> or the <u>Management Tool.</u>

## **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).
<b>Display Options</b> These options display based on the setting established in the <u>Preferences</u> tool.	
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
<b>Event Types</b>	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.

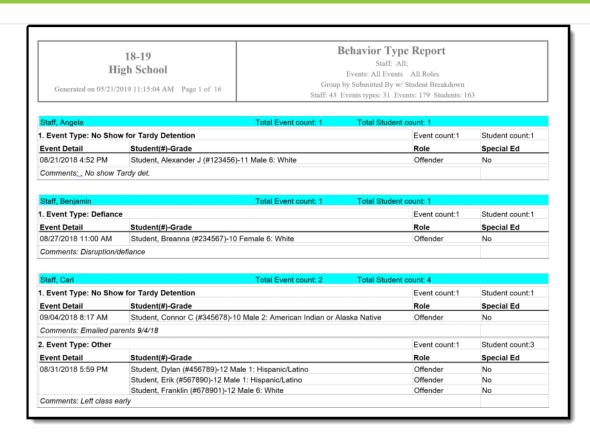
## **Generate the Behavior Event Report**

- 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.

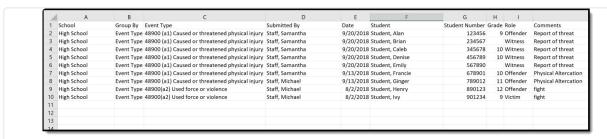
Screenshot of an example of the event report in PDF format, grouped by

Behavior Event Report, Grouped by Submitted By - PDF Format





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



Behavior Event Report, Grouped by Event Type - CSV Format