

# Combined Incident Reporting

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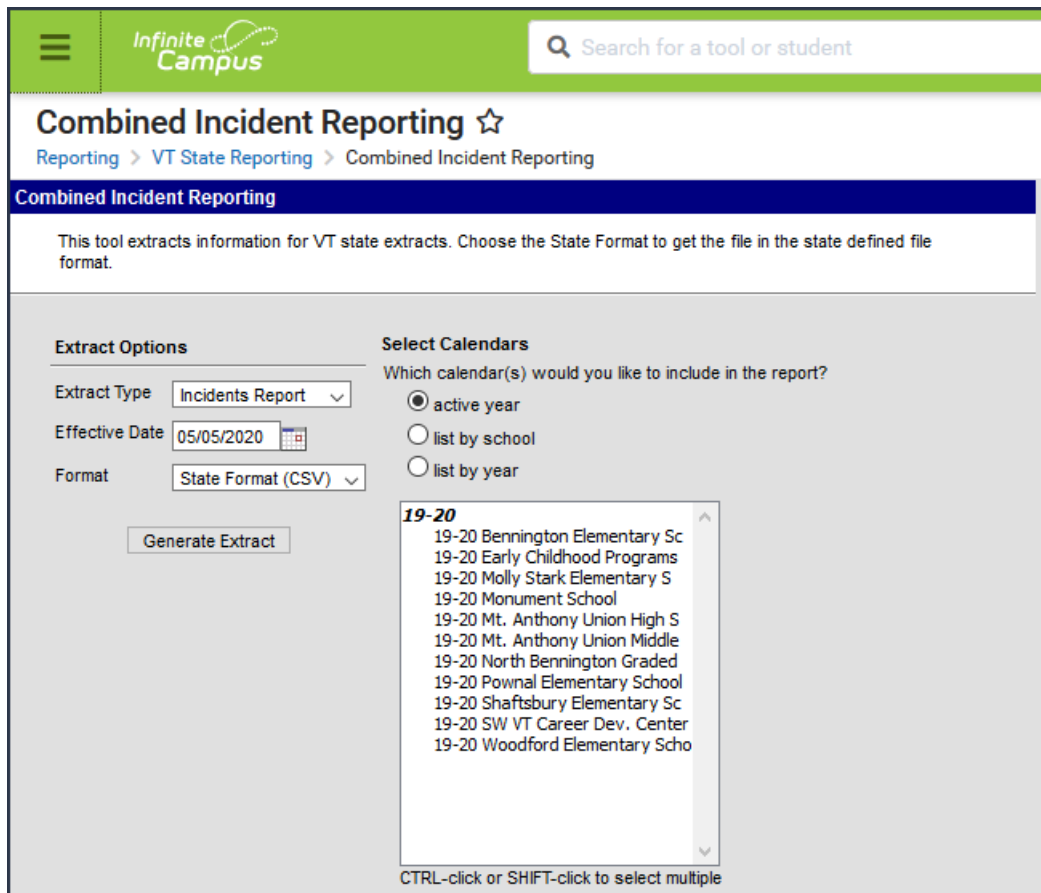
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This information is specific to Vermont districts.

**Classic View:** [VT State Reporting](#) > [Combined Incident Reporting](#)

**Search Term:** [Combined Incident Reporting](#)

Combined Incident Reporting gathers information related to violations of school policies, state or federal statutes or regulations. Four behavior reports collect information about behavior incidents, offenders, actions and victims.



The screenshot shows the 'Combined Incident Reporting' tool interface. At the top, there is a green header with the 'Infinite Campus' logo and a search bar. Below the header, the title 'Combined Incident Reporting' is displayed with a star icon. A breadcrumb trail shows 'Reporting > VT State Reporting > Combined Incident Reporting'. A blue bar contains the title 'Combined Incident Reporting'. Below this, a message states: 'This tool extracts information for VT state extracts. Choose the State Format to get the file in the state defined file format.' The main content area is divided into two sections: 'Extract Options' and 'Select Calendars'. In 'Extract Options', there are dropdowns for 'Extract Type' (set to 'Incidents Report'), 'Effective Date' (set to '05/05/2020'), and 'Format' (set to 'State Format (CSV)'). A 'Generate Extract' button is located below these options. In 'Select Calendars', a question asks 'Which calendar(s) would you like to include in the report?'. There are three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these options is a list of schools for the '19-20' school year, including Bennington Elementary Sc, Early Childhood Programs, Molly Stark Elementary S, Monument School, Mt. Anthony Union High S, Mt. Anthony Union Middle, North Bennington Graded, Pownal Elementary School, Shaftsbury Elementary Sc, SW VT Career Dev. Center, and Woodford Elementary Scho. At the bottom of the list, it says 'CTRL-click or SHIFT-click to select multiple'.

*Combined Incident Reporting Editor*

## Extracts

Report	Description
<a href="#">Incidents Report</a>	<p>Reports all Behavior Events where the following are true:</p> <ul style="list-style-type: none"> <li>• The related incident date is on or after the first instructional day of the selected calendar.</li> <li>• The related incident date is on or before the Effective Date (from the extract editor).</li> </ul>
<a href="#">Offenders Report</a>	<p>Reports all Person information where the following are true:</p> <ul style="list-style-type: none"> <li>• The related incident date is on or after the first instructional day of the selected calendar.</li> <li>• The related incident date is on or before the Effective Date (from the extract editor).</li> </ul>
<a href="#">Actions Report</a>	<p>Reports all Behavior Resolutions where the following are true:* The related incident date is on or after the first instructional day of the selected calendar.</p> <ul style="list-style-type: none"> <li>• The related incident date is on or before the Effective Date (from the extract editor).</li> </ul>
<a href="#">Victims Report</a>	<p>Reports all Victim information where the following are true:</p> <ul style="list-style-type: none"> <li>• The related incident date is on or after the first instructional day of the selected calendar.</li> <li>• The related incident date is on or before the Effective Date (from the extract editor).</li> <li>• The Victim's Role is V1, V2, V3, V4 or V5.</li> </ul>

## Generating a Combined Incident Reporting Extract

1. Select one of the following **Extract Types**:
  - Incidents Report
  - Offenders Report
  - Actions Report
  - Victims Report
2. Enter an Effective Date in mmddyyyy format or by clicking the calendar icon and selecting a date.
3. Indicate the Format in which the report should generate. Options are CSV and HTML.
4. Select which Calendars should appear in the report.
5. Click the **Generate Extract** button to generate the report.