

Behavior Referral Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Behavior Referral** tool allows staff members to complete an online referral for a student behavior event and submit it to a staff member who manages behavior for further action.

See the [Behavior Referral](#) article to learn how this tool is used

Behavior Referral ☆

Behavior Office > Behavior Management > Behavior Referral

Save Draft

Submit

Delete

New

Incident Detail Information

This section stores information specific to the incident and will be shared on all participants behavior tab.

Incident ID: 631

*Alignment

Discipline ▾

*Date of Incident

07/03/2025

*Time of Incident

11:25 AM

*Notify (CTRL-click or SHIFT-click to select multiple)

Administrator, Demo

Administrator, System

Axtman, Deborah

Backes, Pearce

Baxter, David

Hamilton, Adrianna

Keith, Palmer

Lee, Jim

Damages

\$ 0.00

Title

Skipping class

Context

1: During School Hours ▾

Context Description

*Location

7: Parking Lot ▾

Location Description

Details

Student did not report for scheduled make-up course. Found in parking lot.

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Cutting School (Event ID: 695)

Dylan Abegg - Offender

Add Event/Participant

Add Behavior Response

Manage Files

Review Participants

Behavior Referral

[Behavior Preferences](#) impact how this tool functions, including setting administrators to

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automatically notify when a referral is submitted.

Available Tool Rights

User groups needing to write and submit referrals need **RWA**, groups needing the ability to remove things that may have been added in error while the referral was being written (e.g. a behavior response) need **RWAD** rights.

R	W	A	D
View in-progress referrals.	Modify and submit referrals.	Add new referrals.	Delete referrals, delete an incident, event, resolution and response.

Suggested User Groups

You may wish to create a group called Behavior Referral that only has rights to this tool and assign users to it. For example, you may have many staff assigned to the Teachers or Special Education Staff groups, but not all of them are allowed to submit electronic referrals.

- [Behavior Administrators](#)
- [Principals](#)
- [Special Education Staff](#)
- [Teachers](#)

See [User Groups and Suggested Roles](#) for more information.