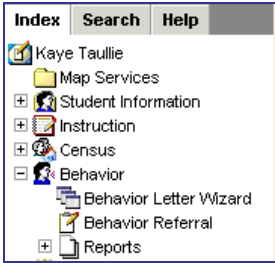
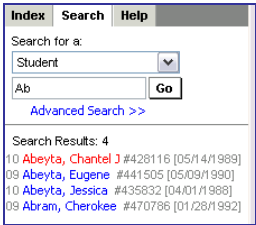
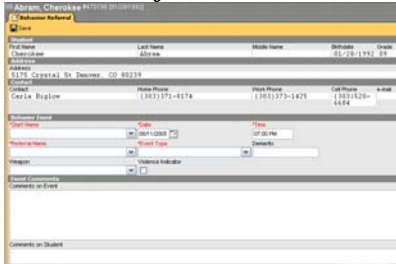
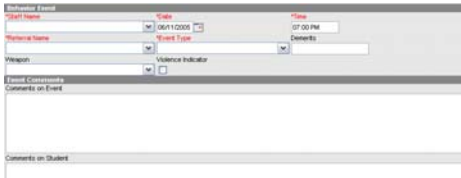
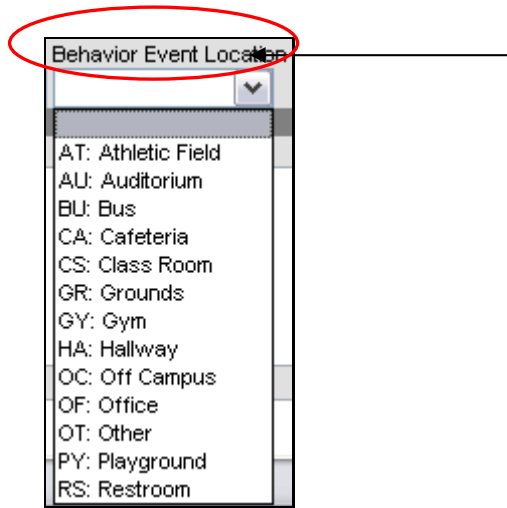
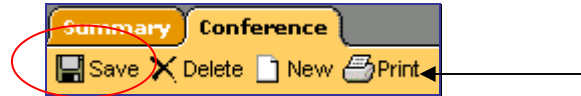


Window	Information
<p>Accessing the Behavior Referral Navigation Pane</p>  <p>Quick Search</p> 	<ol style="list-style-type: none"> From the Index Index tab, select the Behavior Behavior folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. Select the Behavior Referral Behavior Referral tool. The student search screen will appear. Enter the name of the student in the quick Search bar and click the Go button, or use the advanced search screen. After selecting a student from the search results, the Behavior Referral screen will appear showing the student's demographic information.
<p>Viewing the Behavior Referral</p> 	<p>The Behavior Referral tool allows a staff person to enter a behavior entry for the student at its most basic level – a description of what happened. Once saved, the referral will be saved on the student's Behavior screen. The behavior administrator at the school may then assign a resolution to the event.</p>
<p>Entering Behavior Referrals</p>  <p style="color: red; text-align: center;">Only one Referral per incident if there is more than one student involved, add the other students in the comments so they can be added to the Event by the Behavior Administrator.</p>	<ol style="list-style-type: none"> Select the *Staff Name of the <u>person who is authorized to take action</u> in the referral from the dropdown list. <hr style="border: 1px solid red;"/> <p style="color: red;">NOTE: Staff Name <u>must match</u> Notify section at the bottom of the Behavior Referral.</p> <ol style="list-style-type: none"> Enter the *Date of the event in mmddyy format or click the calendar icon to select a date. This field will be defaulted to the current date. This date should be the date the event occurred. Enter the *Time the event occurred. This can be entered in military time or in standard clock time.

	<p>4. Select the *Referral Name of the staff person from the dropdown list that will be assigning the referral. This person would be the staff sending the student to the person authorized to take action.</p>
<p>Formatting Comments is the same as SASI formatting.</p> <p style="text-align: center;"><i>Example:</i></p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 10px 0;"> <p>1. Name of Staff Referring (143JSmith) Bus 2. Additional Student Involved in Event</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>143JSmith Student was repeatedly asked to refrain from touching another student.</p> </div> <p style="text-align: center;">NEW Spell Checking in IC (Hit Alt+L to spell check) (Mac not included)</p>	<p>5. Select the *Event Type from the active codes in the dropdown list. This list of events is the behavior codes assigned to the student's behavior when describing the situation.</p> <p>6. Demerits field currently is not being used at DPS.</p> <p>7. If necessary, select the Weapon code from the dropdown list.</p> <p>8. Click on Behavior Event Location drop down list and select the appropriate location.</p> <p>9. Check the Violence Indicator if appropriate.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Violence Indicator</p> <input type="checkbox"/> </div> <p>10. Enter any Comments on the Event. This area should describe what happened during the event. Format with a heading to include Date, Staff Name referring the student, location, and if another student was involved.</p> <p>Enter any Comments on the Student. This field should describe what the student says about the event, or anything the student may have said in relation to the event. Using the same formatting as described. (Hit Alt+L to spell check) (Mac not included)</p>



Important! ←
If the Administrative staff authorized to take action is not listed in the Notify box call the Hotline at 720-423-3888.



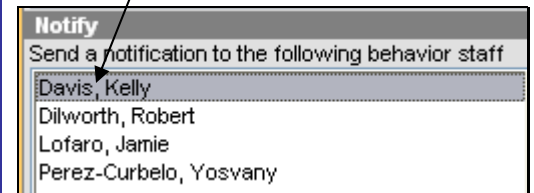
Important!
Only one Event for all students involved. The administrator will need to be notified on the Office Incident Form until Infinite Campus can notify electronically.


A message will appear if you save two times, "Staff name is required. Preventing a blank Behavior Referral from being sent. Fixed in IC version 208.1.3.

11. **Notify** – Send a notification to the following Behavior Administrator(s). Click on one or all names listed by holding down the **Shift** key to select all or **Ctrl** key and clicking on the name. If no one is selected NO ONE will be notified.


*******Important!*******

***Staff Name must match the Administrator selected in the **Notify** section.**



12. Click the  icon when finished. The referral will then be saved and will appear on the student's behavior tab.

- **Save** button will refresh screen
- **View** the **Behavior Referral** information in the **Behavior** tab.

13. Click on  to select another link on the left Navigation Bar to go to another area of Infinite Campus.

Deleting Behavior Referrals

Behavior referrals cannot be deleted from the Behavior Referral tool. If a referral was entered by accident for a student, the item must be deleted from the student's behavior tab by the staff authorized to take action.

Important Follow-up for Authorized Behavior Staff

Behavior Admin Staff Name

Alvarado, Estrella

Tricarico, John

Alvarado, Estrella

If the *Staff Name in the Behavior Referral form **is not** the person authorized to take action it **needs to be corrected in Behavior** tab, **Behavior Admin Staff Name**. Only the staff authorized to take action should be listed in this field.

Important Message for Authorized Behavior Staff

Process Inbox

Process	Step	Posted Date	Due Date
<input type="checkbox"/>	Message Student Referral Notice - B	08/08/2006	X
<input type="checkbox"/>	Message Student Referral Notice - A	09/13/2006	X
<input type="checkbox"/>	Message Student Referral Notice - C	09/13/2006	X

Student information will display here

When a Behavior Referral is **Saved**, the notification will be in your **Process Inbox**.

Click on the [blue link](#) to open the Message one at a time

Behavior Referral Messages

Message Delete

Subject: Student Referral Notice - Bobian, Adrian Silvano

Date: 08/08/2006 08:19 AM

This is an automated message from the Infinite Campus Student Referral Notice Application.

School Name

Student Name

Birth Date

Grade

Address

Staff Name

Referral Name

Event Date

Event Time

Event Type

Role

Violence

Demerits

Event Comments

Student Comments

The Behavior Referral will Display

Student demographic information and Behavior Referral Information will display