

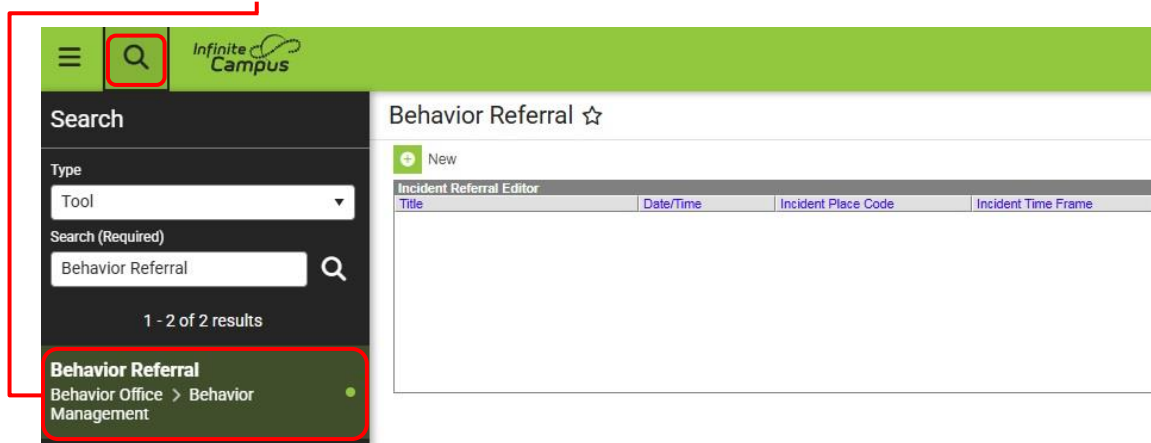
The **Behavior Referral Form** allows school staff members to complete an online referral for a student behavior event and submit it to a staff member responsible for managing behavior for further action.

A **Behavior Referral** is made up of two parts: **Incident Information**, which provides the general information about the behavior incident, and **Events and Participants**, which describes the individual events within the incident and the participants in each event. Information entered in these areas is viewable in the student's Behavior tool as described below.

Behavior Referral Tool

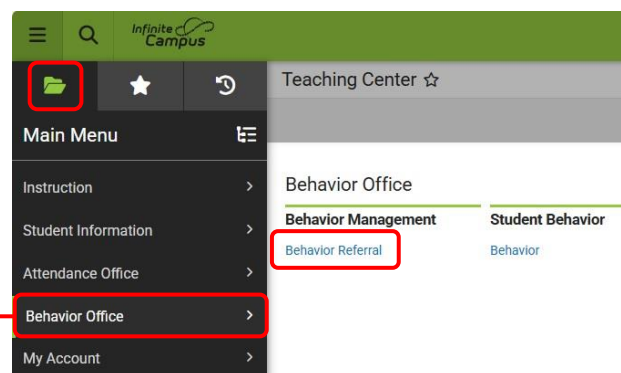
To open the **Behavior Referral** tool through the **Search Menu**:

1. Click on the **Search** icon.
2. In the **Type** field, click on the drop-down arrow, and then choose **Tool**.
3. In the **Search** field, type **Behavior Referral**, and then click **Search**.
4. Click on **Behavior Referral** from the results that appear.



To open the **Behavior Referral** tool through the **Main Menu**:

1. If necessary, click on the folder icon to open the **Main Menu**.
2. Click on **Behavior Office**.
3. Click on the **Behavior Referral** tool under the **Behavior Management** category.



Creating a Behavior Referral

Incident Detail Information

The **Incident Detail Information** section stores information specific to the incident and will be shared on all participants behavior tab.

1. Click **New** to open a new Behavior Referral.
2. Click on the drop-down arrow under **Alignment**, and then select the incident type (*Discipline or Award*).
3. Enter the **Date of Incident** (*if different from the current date*).
4. Enter the **Time of Incident** (*if different from the current time*).
5. Enter a brief description of the incident in the **Title** field.
6. Click on the drop-down menu under **Incident Time Frame**, and then select the time of day that the incident took place.
7. The **Context Description** field may be used to provide additional details regarding the incident.
8. Click on the drop-down menu under **Incident Place Code**, and then select where the incident occurred.
9. The **Location Description** field may be used to provide additional details regarding the selection made in the **Incident Place Code** field.

The screenshot shows a web form titled "Incident Detail Information". Below the title is a subtitle: "This section stores information specific to the incident and will be shared on all participants behavior tab." The form contains several fields: "Alignment" (a dropdown menu with "Discipline" selected), "Date of Incident" (a date picker showing "07/25/2025"), "Time of Incident" (a time picker showing "10:26 AM"), "Title" (a text box with "Argument in the hallway"), "Incident Time Frame" (a dropdown menu with "15: 10:00 AM - 10:29 AM" selected), "Context Description" (a text box with "Argument in the hallway between classes"), "Incident Place Code" (a dropdown menu with "1: On school property/grounds" selected), "Location Description" (a text box with "Hallway"), "Details" (a large text box with "Students were arguing back and forth regarding 'who looked at who first'"), "Notify" (a list box with a plus icon and the text "Notify (CTRL-click or SHIFT-click to select multiple)"), and "Damages" (a text box with a dollar sign). At the bottom of the form, there are two buttons: "Add Event/Participant" (highlighted with a red box) and "Add Behavior Response". Below the form, there is a section titled "Events and Participants" with a subtitle: "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."

10. Enter any information regarding the incident in the **Details** text box.
11. Select the Behavior Admin to be notified regarding the Behavior Referral in the **Notify** list.
12. Click on **Add Event/Participant** at the bottom of the referral.

If not adding Event/Participant details at this time, click on **Save Draft** (*does not submit referral*).

Adding Event and Participant Details

Event Details:

1. Click on the drop-down menu under **Event Type**, and then select **K-8 Disruptive Behavior** from the menu that appears (*K-8 Disruptive Behavior should be selected for all events*).
2. Click on the drop-down menu under **ESD Location Code**, and then select the location of the event from the menu that appears.
3. Click on the drop-down menu under **ESD Function Code**, and then select the appropriate option from the menu that appears.

Event and Participant Details

Event Details

*Event Type:
K-8: Disruptive Behavior (8)

Demerits: 0 Category: Minimal (1)

Local Incident ID
[Input Field]

LLE Incident Number
[Input Field]

Safe2Say Reported ☐ Unfounded Incident ☐

- Modified by: Unknown

Custom Data Elements

*ESD Location Code
[Dropdown]

Location Detail
[Input Field]

*ESD Function Code
[Dropdown]

Participant(s) Details

Add Participant

Filter: [Dropdown: Students] Student Name or Complete Student Number: [Input Field] **Search**

Participant Details:

4. Click on the drop-down menu under **Filter**, and then select the type of participant from the menu that appears. Users may select **Students**, **School Employees** or **All People**.
5. Enter the student/participant name in the **Student (or Participant) Name** field.
6. Click **Search**.

The search results returned will be based on the participant type selected from the **Filter** drop-down menu.

7. Select the participant to link to the Event (*Participant(s) Details*) will open.

From the **Participant(s) Details** window that appears:

8. Select the **Role** that describes the participant. Options include **Offender**, **Participant**, **Victim** or **Witness** (*Award incidents will have the role of **Recipient***).
9. Click on the drop-down arrow under **Injury**, and then select either **No Injury** or injury type.
10. The injury **Details** field may be used to provide additional details regarding any injury.
11. Mark the **Medical Service Provided** check box if the participant received medical service as a result of the event.
12. If a weapon was detected, click on the drop-down menu under **Weapons Detected**, and then select how the weapon was detected.
13. The **Weapons Detected Comment** field can be used to provide additional details regarding any weapons.
14. The **Weapon Count** field can be used to enter the number of weapons detected.

Participant(s) Details

☒ participant.) (Gender: F Grade: 04 Age: 10 #:) (Uncheck to exclude) [Hide Details](#)

Role: **Offender** Demerits: **0**

*Injury: **2: Minor Injury** Injury Description: Medical Service Provided: ☐

Details:

Weapons Detected: Weapons Detected Comment:

Weapon Count:

Add Participant

Filter: **Students** Student Name or Complete Student Number: [Search](#)

[Save Draft](#) [Close](#)

15. Click on **Add Participant** to add any additional participants to the event. Repeat steps 4-14.

When you have finished, click **Save Draft** (*does not submit referral*) to save referral. Click **Close** to return to the **Incident Detail Information** without saving the changes that were made.

Submitting a Behavior Referral

To submit a **Behavior Referral**:

1. Select the Saved Draft referral from the **Incident Referral Editor** (*the referral will open for submission*).
2. Click **Submit** from the top of the **Behavior Referral** tab.

Incident Referral Editor			
Title	Date/Time	Incident Place Code	Incident Time Frame
Disruptive Behavior (8)	07/25/2025 1:02 PM		1:00 PM - 1:29 PM

Once processed, a message will appear confirming that the **Behavior referral has been submitted**. Once submitted, the referral may no longer be accessed or edited via the **Behavior Referral** tool.

IT Support

Creating a Behavior Referral:

If you have issues creating a **Behavior Referral** after completing the steps above, please submit a support request via email to epssupport@eriesd.org.