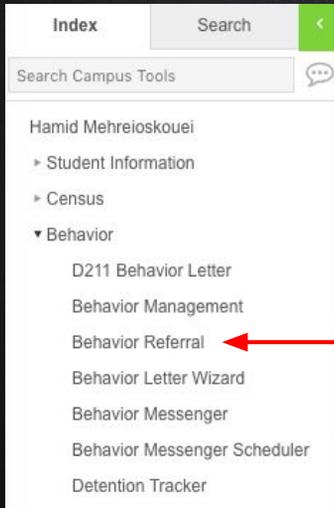
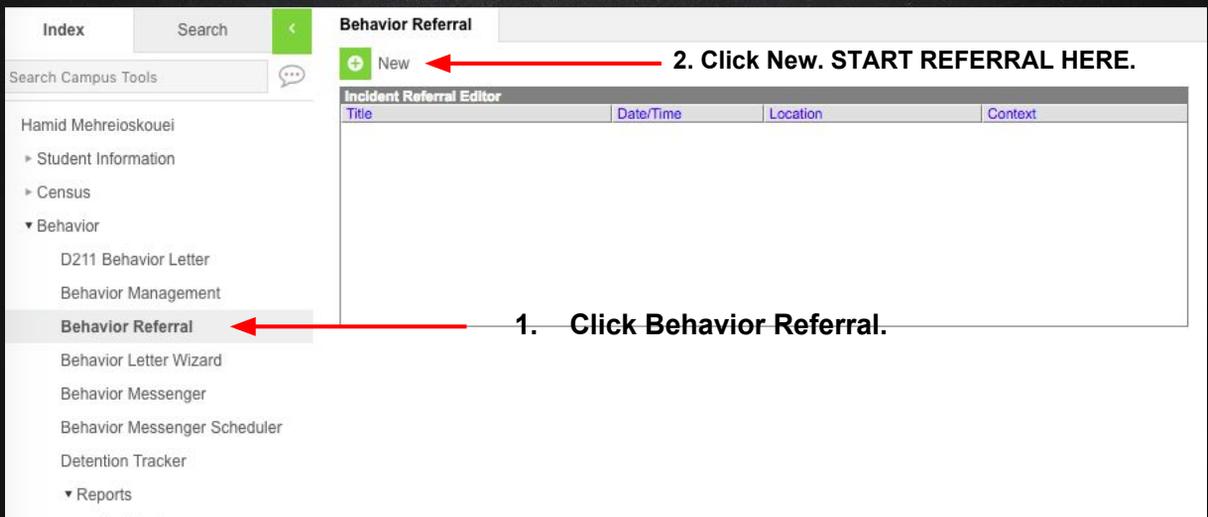


# Writing Behavior Referrals in Infinite Campus



1. Log in to Infinite Campus <https://ic.d214.org>
2. Click Instruction in the top left menu
3. Click Campus Tools
4. Under the Index Tab, locate the Behavior tab
  - Click Behavior Referral

Click me!



# Screen 1: Submit Incident

## Complete the following boxes:

- Title: Student last name, first name, ID (i.e. Novak, John 619000)
- Date and Time of Incident
- Context
- Notify (Dean)
- Location
- Details: Please describe the incident with as many objective details as possible.

Index Search Behavior Referral

Save Draft Submit Delete New

Incident Referral Editor

Title	Date/Time	Location	Context
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Incident Detail Information

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

\*Alignment Discipline \*Date of Incident 08/08/2018 \*Time of Incident 10:45 PM

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

Bahn, Derek Brockman, Colene Glaser, Kimberly Mehreioskouei, Hamid Reagan, Tiffany Zacharia, Martin

Damages \$

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.

Add Event/Participant Add Behavior Response

You're finished!

Press **Submit** to send to Deans.

**\*\*Save Draft will NOT submit referral\*\***

Screen 2: For Admin

Behavior Referral

Save Draft Submit Delete New

Incident Referral Editor

Title	Date/Time	Location	Context
Teacher Submit Referral			

Incident Detail Information

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

\*Alignment Discipline \*Date of Incident 08/08/2018 \*Time of Incident 10:45 PM

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

Bahn, Derek Brockman, Colene Glaser, Kimberly Mehreioskouei, Hamid Reagan, Tiffany Zacharia, Martin

Damages \$ 0

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.

Add Event/Participant Add Behavior Response