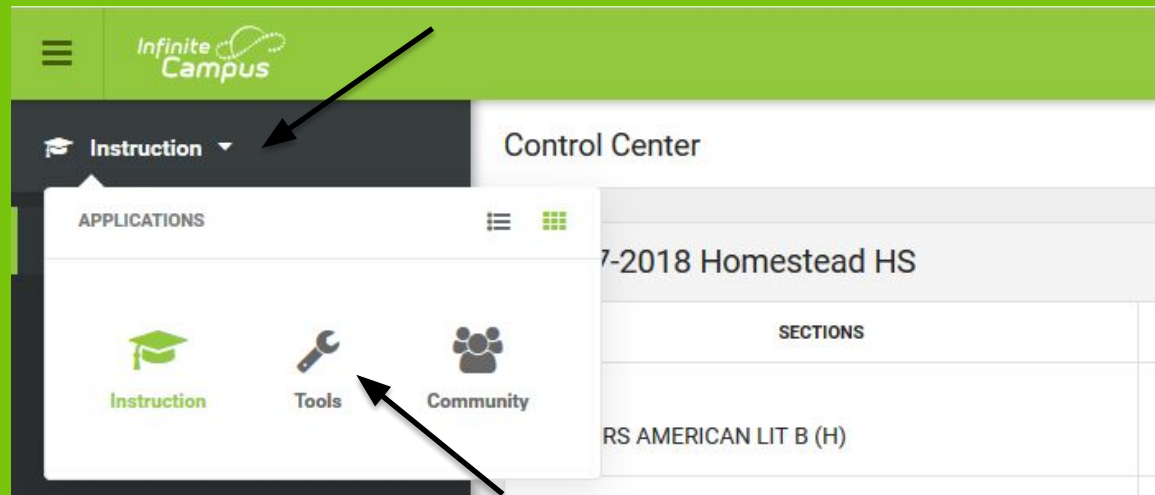


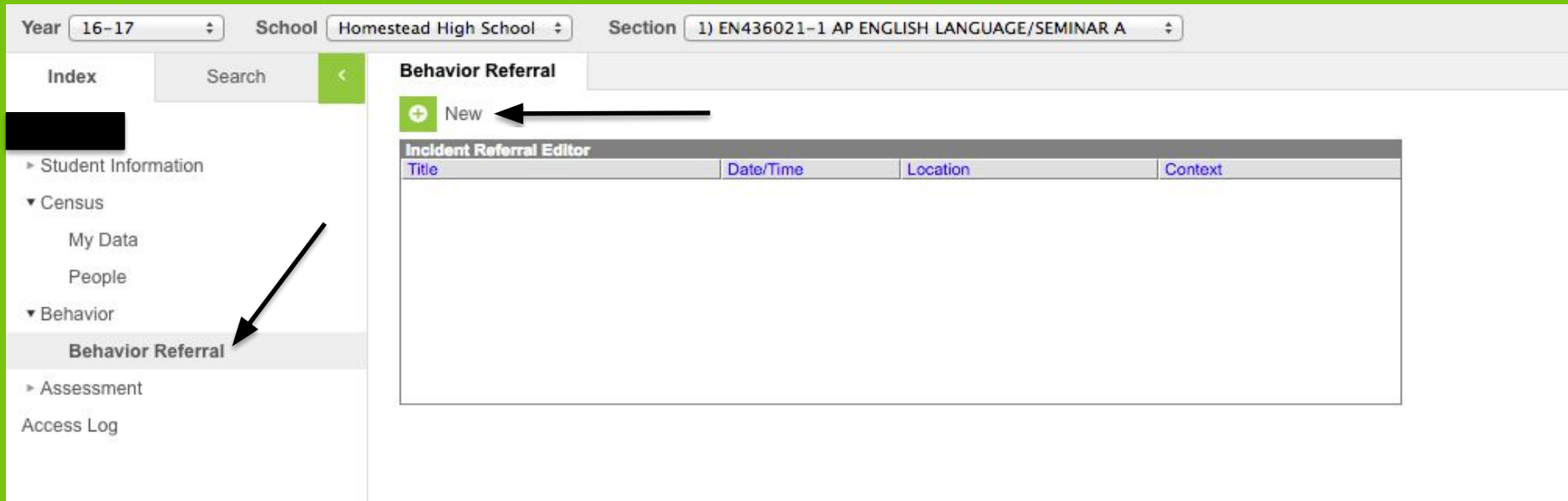
Infinite Campus Student Referrals

Middle School and High School
Process for Teachers

1. If your default view is Campus Instruction, click on the dropdown next to **Instruction** and select **Tools**. This will bring you to **Campus Tools** where you will add a referral.



3. On the left side, expand **Behavior** (if it is not already open)
4. Click on **Behavior Referral**
5. Click on **“New”** to start a new referral



6. Enter the Incident Detail Information. See example below for formatting. If the event is a third minor, indicate in the title.
7. You must select at least one administrator to notify.
8. Click to Add the Event/Participant (VERY IMPORTANT)

Indicate Major/Minor - Event Type

Indicate Room Number

Don't forget to add the Event/Participant!

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** 11/17/2017

***Time of Incident** 08:42 AM

Title
Minor - Disruption

***Context** 3: During class

Context Description
Inappropriate Language

***Location** 2c: On Campus: Classroom

Location Description
Room 120 - Teacher name

Details
Left classroom without permission

***Notify (CTRL-click or SHIFT-click to select multiple)**
Bosacki, Erica
Bowers, Brett
Ebert, Eric
Lutter, Kari

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.

Fill in the Event Details and Add the Participant

9. Select the **Event Type**
10. If the event involved a controlled substance or weapon, select the appropriate details
11. Search for and select the name of the student/participant involved in the event

The screenshot shows a web form titled "Event and Participant Details" with a close button (X) in the top right corner. The form is divided into three main sections:

- Event Details:** This section has a dark blue header. It contains a red asterisk followed by the label "*Event Type:" and a dropdown menu currently showing "DISR: Disruption". Below this, it displays "Demerits: 0" and "Category: Minor". At the bottom right of this section, it says "- Modified by: Unknown".
- Custom Data Elements:** This section has a grey header. It contains two dropdown menus. The first is labeled "Controlled Substance" and shows "NA: Not applicable". The second is labeled "Weapon Detail" and also shows "NA: Not applicable".
- Participant(s) Details:** This section has a dark blue header. It contains a sub-section titled "Add Participant" with a filter dropdown set to "Students". To the right is a text input field labeled "Student Name or Complete Student Number:" with the placeholder text "Type name here to search for participant" and a "Search" button.

At the bottom right of the form, there are two buttons: "Save Draft" and "Close".

Three black arrows point from the left side of the image to the "Event Type" dropdown, the "Custom Data Elements" section, and the "Add Participant" section.

Fill out the Participant Details

12. Select the participant **Role**
13. Indicate if there was an **Injury**. If there was, fill in the **Injury Description**.
14. Enter **Details** specific to the participant
15. **IF** there are multiple students involved in the event, select additional student name(s).
16. Click **Save Draft** when completed

Participant(s) Details

Henry J Gumm (Gender: M Grade: 09 Age: 2 #: 99999999) (Uncheck to exclude participant.) Hide Details

Role: Demerits:

Injury: Injury Description: Medical Service Provided:

Details:

Add Participant

Filter: Student Name or Complete Student Number: Search

Save Draft Close

Submit the Referral

NOTE: Once you submit the referral, will not long have access to it so verify it is complete.

17. Review the referral information

18. Click **Submit**

And you are done!

Your administrator will be notified of the behavior event.

Behavior Referral

Save Draft Submit Delete New

Incident Referral Editor

Title	Date/Time	Location	Context
Minor - Disruption	11/17/2017 9:41 AM	On Campus: Classroom	During class

Incident Detail Information

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

Incident ID: 24484 *Alignment: Discipline *Date of Incident: 11/17/2017 *Time of Incident: 09:41 AM

Title: Minor - Disruption

*Context: 3: During class

Context Description:

*Location: 2c: On Campus: Classroom

Location Description: Room 100

Details: Left Classroom without permission

*Notify (CTRL-click or SHIFT-click to select multiple): Bosacki, Erica; Bowers, Brett; Ebert, Eric; **Lutter, Kari**

Damages: \$ 0.00

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.

Disruption (Event ID: 24590)

Henry Gumm - Offender

Review Participants

Add Event/Participant Add Behavior Response