

**AIM User Guide:  
Behavior- Creating a  
Behavior Referral to  
Initiate an Incident Record**

THIS AIM USER GUIDE EXPLAINS THE PROCESS FOR CREATING A BEHAVIOR REFERRAL TO INITIATE AN INCIDENT RECORD WITHIN INFINITE CAMPUS. (FOR DISTRICT EDITION USERS.)

**NOTE:** *IT IS PREFERRED THAT ALL BEHAVIOR INCIDENTS BE ENTERED INTO INFINITE CAMPUS AS THEY OCCUR RATHER THAN WAITING UNTIL THE END OF THE YEAR. \*DISTRICTS SHOULD NOT CERTIFY THEIR BEHAVIOR DATA UNTIL THE LAST DAY OF THEIR SCHOOL YEAR HAS BEEN COMPLETED. DISTRICTS STILL NEED TO CERTIFY THEIR DATA TO THE OPI EVEN IF NO EVENTS WERE ENTERED.*

BEHAVIOR DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED TO MEET REPORTING REQUIREMENTS FOR THE U.S. DEPT. OF EDUCATION.

# Behavior- Creating a Behavior Referral to Initiate an Incident Record-(District Edition Users Only)

## AIM User Guide

This AIM user guide explains the process for creating a behavior referral within Infinite Campus. In order to use the **Add Resolution** feature you must be assigned to the **Behavior Management** tool right. If you are unable to see this area, please contact your local districts Infinite Campus (AIM) System Specialist. Districts should create a User Group specifically for Behavior roles.

In-school suspensions may be entered for regular ed students, however, only special ed incidents are required for federal reporting.

**NOTE:** *Incidents which take place during the reporting period that meet the following criteria must be reported:*

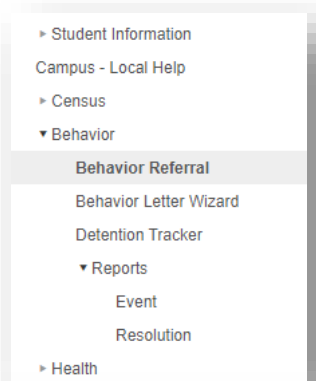
- An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability or a 21<sup>st</sup> Century student. In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed or 21<sup>st</sup> Century students are required for federal reporting; or
- An incident involving weapons, drugs, or violence in which the perpetrator is any enrolled student required for federal reporting.
- For questions pertaining to 21<sup>st</sup> Century students, please contact [Amanda Domino](#) 431-0466.

## Creating a Behavior Referral:

1. Select the school/calendar that you are entering data for.
2. On the **Index** tab, select **Behavior**.
3. Select **Behavior Referral**. (If you do not see Behavior Referral as an option, see your system administrator to assign you the correct tool rights.)
4. Select **New**.
5. An *Incident Detail Information* field will appear. All areas in red are required and some of these required areas will automatically be populated. Make sure the information listed is correct. If it is not, then make your changes.
6. Under the *Notify* section, select the person or persons you wish to notify of this incident.
7. Add a Title for this incident. **Please do not make the title the student's name or any other personal identifiable information.**
8. Select the **Add Event/Participant** tab at the bottom left corner.
9. An *Event and Participant Details* box will appear. From the drop-down list select the appropriate **Event Type** for this incident. **NOTE: If this event resulted in one of the following types of resolution, you must use a MT Event Type, if not, you must use a local Event Type.**
  - Incident results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
  - Incident results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability\*.
  - Involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

\* In-school suspensions may also be entered for regular ed students; however, only the special ed incidents are required for federal reporting.

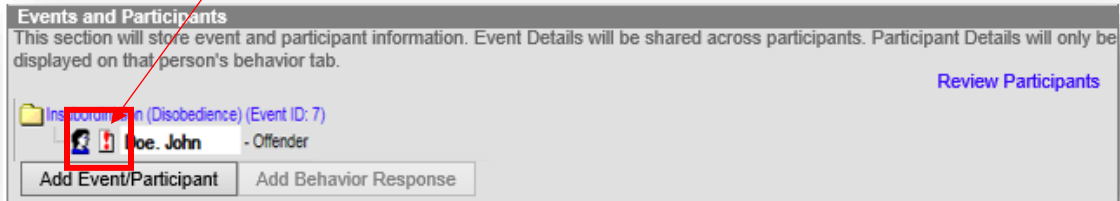
10. Enter the student's last name, first name, or Local Student Number.
11. Select **Search**.



A screenshot of the 'Behavior Referral' form. The 'Incident Referral Editor' window is open, showing the 'Incident Detail Information' section. This section contains fields for 'Alignment', 'Discipline', 'Date of Incident', 'Time of Incident', 'Title', 'Context', 'Context Description', 'Location', 'Location Description', 'Details', and 'Damages'. The 'Date of Incident' field is populated with '04/21/2020'. The 'Time of Incident' field is populated with '02:30 PM'. The 'Notify' section is also visible, showing a list of names: 'LaRove, Mickenzie', 'Wilcox, Carson'. At the bottom, there are buttons for 'Add Event/Participant' and 'Add Behavior Response'.

A screenshot of the 'Event and Participant Details' dialog box. The 'Event Details' section is open, showing a list of event types. The list includes: 1300: Aggravated Assault (Battery), 1000: Alcohol Related, 1100: Arson, 1200: Attendance Policy Violation, 1400: Breaking and Entering/Burglary, 1500: Disorderly Conduct, 1600: Drugs (Excluding Alcohol and Tobacco), 1700: Fighting (Mutual Altercation), 1800: Harassment, Nonsexual, 2000: Homicide, 2200: Insubordination (Disobedience), 2300: Kidnapping, 96: MT - Dangerous Weapon, 11: MT - Handgun, 20: MT - Knife, Blade 2.5" or Greater, 13: MT - Other Firearms, 97: MT - Other Weapons, 12: MT - Shotgun/Rifle, 2400: Obscene Behavior. The 'Event Number' field is empty, and there is a 'Search' button. At the bottom, there are 'Save' and 'Close' buttons.

12. Select the student's name from the list that populates. Fill out any of the additional boxes if you need to add more information regarding the incident. If this is the only person for this incident select **Save Draft**. If not, fill in the information under **Add Participant** until all participants for this incident have been added.
13. When you are finished adding additional participants (if necessary), select **Save Draft**.
14. The box below will appear at the bottom. In this example, the red exclamation in front of the student's name is there to notify you that this incident happened while the student had an active IEP.



15. Select the **Save Draft** button at the top of the screen. You receive this message, **Behavior referral has been submitted.** This referral has now been sent to the person you selected in the Notify box area.

## Adding Resolution on a Referral/Incident:

In order to Add Resolution you must be assigned to the Behavior Management tool right. If you are unable to see this area, please contact your local district's Infinite Campus (AIM) System Specialist. Districts should create a User Group for Behavior roles.

1. On the **Index** tab, select **Behavior**.
2. Select **Behavior Management**.
3. Select the incident under the *Incident Management Editor* box.
4. Under the *Events and Participants* field, make sure the Event Type and student(s) information is correct. **If this event resulted in one of the following types of resolution, you should see it entered as a MT Event Type, if it did not result in one of the following, then you should see that a local Event Type was entered:**

- results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability\*; or
- involves weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

\* In-school suspensions may also be entered for regular ed students; however, only the special ed incidents are required for federal reporting.

5. If Event Type and student information is correct, select the **Add Resolution** button.
6. Select the **Resolution Type** from the drop-down box. If it is an MT Event Type, then resolution must be a MT Resolution type. If it is not a MT Event type, then the resolution type must be a local resolution type.
7. Fill in all areas in red, districts may decide to fill out all areas.
8. Under *Apply To*: check the box next to the student name who received this resolution. *If this is a multi-student event, resolutions can differ between students and after checking the student name you will select **Save** and select the **Add Resolution** tab again for each student involved that received a different resolution type and/or duration in days.*
9. When the resolution type has been added and all information for this event have been saved, under the *Incident Detail Information* box select the Status drop-down box and choose **Complete**. Incidents will read as 'In-Progress' until a resolution type has been added and 'Complete' has been selected.
10. Select the **Save** button on the top of the screen. This action moves the completed event into the student's **Behavior** tab and removes it from the Incident Management Editor.

**NOTE:** Incidents must have a 'Complete' status before the district can complete the validation and certification process.

**For more information, contact Kristie Sears at 1-406-444-0685 or [Submit an AIM Help Desk Ticket](#)**