Enter conduct incidents in the office

1. Log on to the School view.
2. Click the **Conduct** tab. The Office Input page appears.

	Student > Name	Student > Local ID	Student > Primary phone	Student > Homeroom	Student > YOG	Code	Date	Time	Location	Description	ID
☐	Adams, Melina	29929309		303	2024	Parking		3:17 PM			003696

Name/ID   ➕ Add...   Multi-Add...

0 of 1 selected 🧽   Date ◄ 6/16/2023 ► 📅

3. Enter the student's name or ID, and click **Add**. The Conduct Entry pop-up appears.

   Note: If you type a partial name or there are duplicates, make your selection from the Student Pick List.

4. On the **Incident** tab, enter the incident information. (Fields with a red asterisk * are required.)
5. To add an action, such as detention or community service, click the **Actions** sub-tab. (See *Add Actions to a Conduct Incident*.)

Incident	Actions

Student > Name *   Abreu, James 🔍   Incident ID   003646

Special Education Status   Referred

Victims

Primary code *   ▼   # of Students   ▼

Additional codes   Add   # of Staff   ▼

State - Do Not Report   ☐   # of Non-school

Date *   📅   # of Unknown

Time   12:43 PM   Offenders

Location   ▼   # of Students

Owner > Name   🔍   # of Non-students

Referral Staff > Name   🔍   # of Non-school

Victim/Target > Name   🔍   DOE Description

Meeting date   📅   Physical Injury

Activity date   📅

Description

💾 Save   ✖ Cancel

   Note: It is recommended that you add an action before saving the incident record.
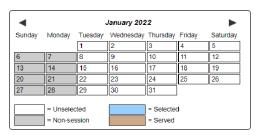
6. Click **Save**.

Add actions to a conduct incident

1. Log on to the School view.
2. Do one of the following:
   - Select **Conduct > Incident History**. Select the checkbox in the row of the incident you want to add actions to. Then click the student's name to view the details.
   - Click the **Student** tab. On the Student List, search for and select the student, then click the **Conduct** side-tab. Click the appropriate incident code to view its details.

3. At the top of the Incidents page, click the **Actions** sub-tab. Then click **Add**.
4. If you select a detention or suspension Code, an interactive calendar appears. Click the individual rectangles representing the day(s) the detention or suspension is to be served.

5. Enter the incident information.
6. Click **OK**.

Enter conduct incident involving multiple students

You can view, edit, or enter a conduct incident involving multiple students on the Conduct tab.

To view, edit, or enter an incident for multiple students:

1. Log on to the School or Staff view.
2. Click the **Conduct** tab. The Office Input page appears.
3. Click **Multi-Add.** The **Incident** sub-tab on the Multi-Add Conduct pop-up appears.
4. In the **Students** box, determine how you will select the students involved in the incident:
   - Select **Selection** to make your choices from the Student Pick List.
   - Select **Snapshot** to choose an existing snapshot from the Snapshot Pick List.
5. Enter the incident information.
6. If restraints were used after the incident, select the **Restraints** tab and click the **Add** button to enter restraints information.
7. Click the Actions sub-tab to enter that information. You can add actions after you save this incident, by selecting the student name(s) from the Office Input page.
8. Click **Save**.

Print the Suspension Notice report

1. Select **Reports > Suspension Notice**. The Suspension Notice pop-up appears.
2. Fill in the fields, including students to include and action codes. Select the **Alternate mailings** checkbox if you want a copy sent to the student's alternate households (such as if the parents are divorced).
3. Click **Run**. The letter appears in the format you specify.