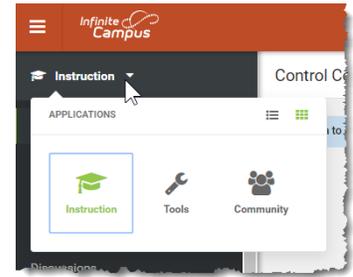




1

Navigate to Campus Tools

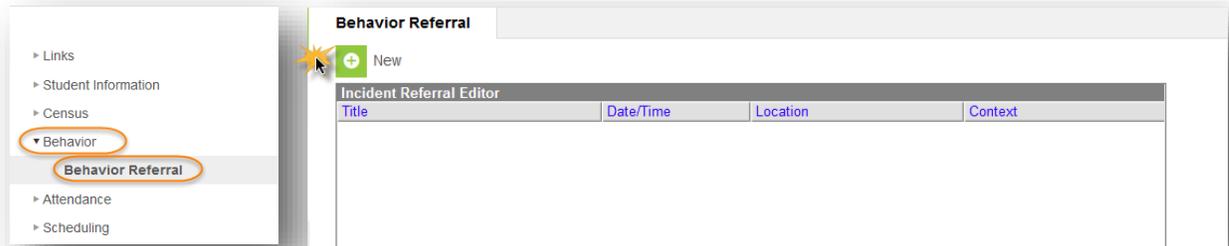
There are two main modules in Infinite Campus called **Campus Tools** and **Campus Instruction**. To enter a Behavior Referral you must select Tools from the APPLICATIONS drop-down.



2

Open the Behavior Referral

Path: *Index > Behavior > Behavior Referral*



3

Enter Incident Details

Date and Time of Incident - Defaults to current date and time

Context - Record the setting in which the incident occurred

Location - A drop-down list providing a choice of locations.

Notify - Select one or more administrators

Details - Narrative of the incident

Enter the narrative of the behavior without using student names. Names will be added on the Events & Participants in the next step. It is important that confidential information is not entered in the details field.

4

Enter Event Type & Participants

Select an **Event Type** from the list provided.

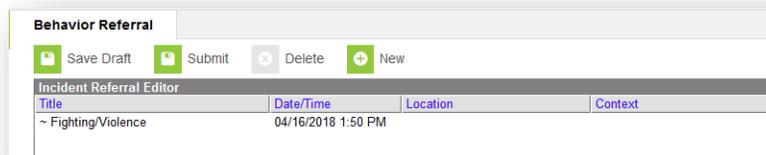
Add Participants (Offenders, Participants, Witness, or Victim)

Save Draft - This will return to the Incident Details Screen.

5

Review and Submit the Incident

From the Incident Details choose to **Save as Draft** or **Submit**.



Be sure to review all information in the referral as once it is submitted the referral cannot be modified in the behavior referral tool. The behavior admin will then be in charge of completing the records by using the behavior management tool.

