

Behavior Management End User

Release Pack 2611

ESBOCES

Ways to Create Behavior Incidents

- Behavior Incidents in Infinite Campus are created in two ways
 - Behavior Referral
 - Directly in the Behavior Management tool
- Behavior Incidents are grouped as Events that have taken place at the same time, in the same location.
 - Multiple Events should be grouped within the same Incident, if related.
 - For example, an event of Bullying, and the event of Alcohol use may both take place within the same Incident, i.e., an on-school-property sporting game.

Behavior Referrals

- Behavior Referrals
 - Users can create Behavior Referrals if they have the necessary tool (access) rights.
 - Behavior Referrals must be created within a calendar/school (selected in header bar).
 - Users must fill the required fields in the form before it may be saved as a Draft or Submitted, the remainder of the entry is optional.
 - Which fields display as required will depend upon your administrative set up.
 - If a Draft is saved, it will not be submitted until the user submits it.

Behavior Referral Form

Behavior Referral ☆

 Save Draft  Submit  Delete  New

Incident Referral Editor			
Title	Date/Time	Location	Context

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 03/30/2026 
*Time of Incident 08:35 AM	
*Notify (CTRL-click or SHIFT-click to select multiple) Admin, Jackie Arbur, Al Kelman, Andrew	
Title Fighting in Cafeteria	
Context 12: During School Hours ▼	
Context Description 	
*Location 1: On School Property ▼	
Location Description School Cafeteria	
Details 2 students caught fighting in cafeteria	
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	

INCIDENT DETAIL INFORMATION

Alignment- Discipline and Award are available. Types of events offered will be based on this selection.

Date - Always required, defaults to 'today'

Time of Incident - Always required, defaults to 'now'

Notify - List of all available Campus Behavior Admins designated to manage Behavior incident reports

Title - Text box to enter the name of the incident

Context - Descriptor for reporting. List can be edited by district

Context Description - Text box to enter details about the user selection of Context

Location -Required field. The list is located in the Core Attribute Dictionary and may be edited by the District. The SSEC report requires values to report properly.

Location Description - Text box to enter details about the user selection of Location.

Damages - Financial cost of the Incident.

Details - A text box to describe the referral (1000 character max.) It is recommended not to enter a student's name in the details section.

Behavior Referral Form (Ctd.)

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.

Event and Participant Details

Event Details

*Event Type:

Event Weapon Possession

Gang Related ☐ Bias Related ☐ Alcohol Related ☐ Drug Related ☐

☐ This event required the use of a Behavior Response

- Modified by: Unknown

Participant(s) Details

Add Participant

Filter:

Student Name or Complete Student Number:

EVENTS AND PARTICIPANTS SECTION

Add Event/Participant- Is the only active section until more detail is added. This may be set to "required before submitting" in the Behavior Preferences and will assist the behavior admin. when the most detail possible is entered

From this point on, all detail entry takes place within a popup window, and Save Draft is the only option allowing the user to continue or edit information before submitting.

Event Type - Selected from district-defined list. Types can be district-wide or school-specific

Gang Related - Checkbox for SSEC reporting.

Bias Related - Does not affect SSEC reporting.

Alcohol Related - Does not affect SSEC reporting.

Drug Related - Does not affect SSEC reporting.

Behavior Referral Form (Ctd.)

The screenshot displays a web application window titled "Event and Participant Details" with a close button (X) in the top right corner. The window is divided into two main sections: "Event Details" and "Participant(s) Details".

Event Details

- *Event Type:** A dropdown menu.
- Event Weapon Possession:** A dropdown menu.
- Gang Related:** ☐
- Bias Related:** ☐
- Alcohol Related:** ☐
- Drug Related:** ☐
- ☐ This event required the use of a Behavior Response
- Modified by: Unknown*

Participant(s) Details

- Add Participant**
- Filter:** A dropdown menu with "Students" selected. A mouse cursor is pointing at the dropdown.
- Student Name or Complete Student Number:** A text input field with the placeholder "Type name here to search for participant".
- Search** button.
- Save Draft** and **Close** buttons.

"This event required the use of Behavior Response" - Checkbox that will require the linkage of a district- defined Response Type before the behavior manager may mark the incident "completed". If no responses are available in your database, this must remain unchecked.

"Add Participant" - Can be Student, School Employee, or All People. If an involved person is not in Campus Census (All People), an identity must be created before they can be linked, and non-Census person information should be added into the Details text until the time when a Census/Registrar user or admin user may add the person to be linked properly.

Searches can be performed as in the Menu > Search, by last name, first name, name portions, and using wildcards, but at least two characters are required for a search.

Behavior Referral Form (Ctd.)

Event Details

*Event Type: ***10: 10 Disc Harass Bully**

Event ID: 20046

Demerits: 0 State Code: 10: Discrimination, Harassment, and Bullying

Event Weapon Possession

Gang Related ☐ Bias Related ☐ Alcohol Related ☐ Drug Related ☐

☐ This event required the use of a Behavior Response

- Modified by: Admin, Jackie 03/03/2025 15:07

Participant(s) Details

☒ Zach Parise (Uncheck to exclude participant.) ☐ Display on Portal

Role: Demerits: *Relationship to School:

Offender 0 1: Current Student

Injury: Injury Description: Medical Service Provided: ☐

1: No Injury

Details:

*Harassment Type: Harassment Description:

Perceived Victim Religion:

If the selected event is mapped to an SSEC- reported classification, an additional required field will display asking the user to define the event.

Event Details

*Event type: ***17.2: 17.2 Weapons Poss Other**

Event ID: 20046

Demerits: 0 State Code: 17.2: Weapons Possession: Other

*Behavior Event Weapon

Weapon Description:

Event Details

*Event Type: ***18: 18 Drug Use Poss Sale**

Event ID: 20046

Demerits: 0 State Code: 18: Drug Use, Possession, or Sale

*Drug Type

Drug Description:

Behavior Referral Form (Ctd.)

Event and Participant Details

Event Details

*Event Type:

Fighting

Event ID: 19978

Demerits: 0

Category:

Event Weapon Possession

Gang Related

Bias Related

Alcohol Related

Drug Related

This event required the use of a Behavior Response

- Modified by: Admin, Jackie 03/30/2026 12:36

Participant(s) Details

☒ Matt Martin (Uncheck to exclude participant.)

☐ Display on Portal

Hide Details

Role:

Offender

Demerits

0

*Relationship to School

1: Current Student

Injury

1: No Injury

Injury Description

Medical Service Provided:

Details:

Another student instigated a fight with Matt in the hallway during passing time. He retaliated in kind.

Add Participant

Filter:

Students

Student Name or Complete Student Number:

Type name here to search for participant

Search

Save

Delete

Close

Participant Details - Once a person is selected, they should be assigned to the appropriate Role: Offender, Victim, Participant, or Witness.

Demerits - An optional points system for your district.

Injury - Selection for severity of injury incurred by this person.

Injury Description – Optional text area.

Medical Service Provided - Check box for ad hoc reporting.

Details - Description text box.

Add as many events, participants, and roles as necessary.

Save Draft and Submit when ready.

Create Incident - Behavior Management

- Behavior Managers can create Incidents directly in the Behavior Management Tool.
 - Click New. Entry is similar to the Behavior Referral tool. Form differences are as follows:

The screenshot shows a web form titled "Incident Detail Information". Below the title is a note: "This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled." The form contains several fields: "Status" (a dropdown menu with "In-Progress" selected), "Submitted Date:" (a date picker), "Submitted By:" (a dropdown menu), "Title" (a text input field), "Discipline" (a dropdown menu), "Date of Incident" (a date picker showing "03/30/2026"), "Time of Incident" (a time picker showing "12:27 PM"), "Context" (a dropdown menu), "Location" (a dropdown menu), "Damages" (a text input field with a dollar sign prefix), "Context Description" (a text input field), and "Location Description" (a text input field). Below these fields is a large text area labeled "Details". At the bottom of the form is a section titled "Events and Participants" with a note: "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." Below this note are three buttons: "Add Event/Participant", "Add Resolution", and "Add Behavior Response".

Status – Used for filtering calendar wide table of all Incidents. Incidents may not be marked Complete if certain required fields are missing.

Submitted By – List of all users with Behavior Referral access who are NOT marked “Behavior Exclude” for this calendar within Census.

Create Incident - Behavior Management (Ctd.)

Participant(s) Details

☒ Zach Parise (Uncheck to exclude participant.)

☒ Display on Portal

Hide Details

Role:

Demerits

*Relationship to School

Offender

0

1: Current Student

Injury

Injury Description

Medical Service Provided:

1: No Injury

Zach sustained a bloody nose during the fight

☒

Details:

Recent Updates: Last Two Weeks

Assignment Scores

Attendance

Behavior (1)

Today

Fighting

9:53 AM

Display on Portal - Check whether to display to parents and/or student portal. Will only display if Behavior is selected in the School's Portal Preferences.

Relationship to School - Locked list provided by Campus to further define person.

Whether displayed to parent or student, the same generic information displays on the portal under the column titles below.

< Back | Behavior Detail

Fighting

Date/Time

03/30/2026 9:53 AM

Role

Offender

Demerits/Points

0

Resolution Type

Out of School Suspension

Date/Time

03/30/2026

Create Incident - Behavior Management (Ctd.)

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.

[Review Participants](#)

Fighting (Event ID: 20040)

- Matt Martin - Participant
 - 4 In School Suspension (Resolution ID: 18019)
- Zach Parise - Participant
 - In School Suspension (Response ID: 23) - Complete
 - 4 In School Suspension (Resolution ID: 18020)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#)

Event Details

*Event Type: Fighting
Event ID: 19977
Demerits: 0
Category:

Event Weapon Possession

Gang Related ☐ Bias Related ☐ Alcohol Related ☐ Drug Related ☐

☒ This event required the use of a Behavior Response

- Modified by: Admin, Jackie 03/30/2026 14:44

Response Details

*Response Type: Restraint (Hands) Complete ☒
Response Date: 03/30/2026 *Response Start Time: 09:00 AM *Response End Time: 09:05 AM Duration: 5 mins
Behavior Response Approver: Arbur, Al
*Response Reason: Students: Safety Concern Students

Pre-Response Actions: (Describe the actions of the student and employees involved before the response along with any alternatives to the response attempted.)
Students were fighting and tried to have them separate by telling them verbally.

Response Details: (Provide a description of the response utilized along with the actions of the student personnel.)
Zach didn't listen and I needed to grab his hand to separate the students.

Post-Response Actions: (Describe observed student and school employee behaviors following the response along with any deescalation techniques.)
Zach was sent to the Principal's office.

If "Behavior Response" is checked as part of an Event, it activates the Add button.

Response Type - District-defined list of types, can be calendar-specific or district-wide.

Behavior Response Approver - Select from staff list designated as an approver (may be a required field).

Pre-Response Actions - Text field for description.

Response Details - Text field for description.

Post-Response Actions - Text field for description.

Create Incident - Behavior Management (Ctd.)

Room:

- Modified by: Admin, Jackie 03/30/2026 14:45

Student Details

☐ Student was injured during the response

☒ Guardian Contacted

*Date *Time

Contact Name

Details

Participant(s) Details

Only participants in the response should be added to this section. Response participants are defined as the people who are restraining the student, assisting in the restraint or observing the restraint or seclusion.

Name	Role	
☒ Al Arbur	PL: Primary/Lead ▼	☐ Participant was injured during the response

Add Participant

Filter: Participant Name:

Room - Text field for description, required if "seclusion" type is selected

"Student was injured during the response" - if checked, a text box for a description is provided and required.

Guardian Contacted - If checked, additional fields provided, and date/time required.

Add Participant - Response participants are defined as the people who are restraining the student, assisting in the restraint or observing the restraint or seclusion.

Role - Locked list to define level of involvement.

Participant was injured during the response - If checked, text box for description is provided and required.

Create Incident - Behavior Management (Ctd.)

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.

 [Fighting \(Event ID: 20040\)](#)

[Review Participants](#)

Review Participants link - Shows event participants, with pictures if available. It also includes expandable contact information.

Review Participants



No Image Available

Name: Martin, Matt

Nickname:

Gender: M

Grade: 11

+ Contact

No Image Available

Name: Parise, Zach

Nickname:

Gender: M

Grade: 10

- Contact

Parise **Primary

Household Phone

Address

9 CREST RD , MASTIC, NY 11950

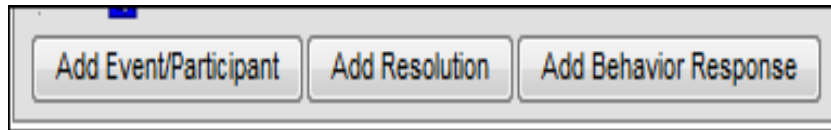
[Map](#)

Name	Relationship	Phone(s)	Email	Emergency Priority
Parise, Emelia	Mother/Student(guardian)		jferrell@esboces.org	1
Parise, J.P.	Father/Student(guardian)		jferrell@esboces.org	2
Parise, Zach	Self		jferrell@esboces.org	

Ok

Adding Behavior Resolutions

- Resolutions can be added by Users who have Behavior Management tool rights.



- Resolutions can be district wide or school-based.
- They must be Discipline/Award aligned.
 - Resolutions for an SSEC-reported event must have a State Code Mapping to report on the SSEC extract.
- They can be created with the capacity to:
 - Calculate End Date/Duration - based on start/end date/times.
 - Allow the Behavior Manager to record attendance for the resolution dates.
 - Link to a Removal Sub-Type: Detention, Suspension, or Expulsion.
 - Resolutions linked to Detention are automatically linked to the Detention Tracker tool.

Adding Behavior Resolutions (Ctd.)

Add Resolution

Resolution Details

*Resolution Type:

Out of School Suspension

State Code: 5: Out-of-School Suspension

Category: Minor

*Resolution Assign Date:

03/30/2026

*Resolution Start Date:

03/30/2026

Resolution Start Time:

03:21 PM

*Resolution End Date:

04/01/2026

Resolution End Time:

*Duration in School Days:

2.00

Attendance Code

(Warning: Saving this resolution will update attendance)

OSS: Out Of School Suspension

Behavior Admin Staff Name

Arbur, Al

Substantiated Event Indicator

IAES Response Code

N: No

Infraction Response Reason

Rcvd Services During Suspension

Details:

Removal Reason

*Apply To:

Fighting

Matt Martin

Afternoon Detention

☒

Zach Parise

Check for attendance conflicts

Save

Close

Resolution Type - Allows users to create and manage resolution codes assigned to student behavior events. Behavior Resolutions describe actions taken as a result of a behavior event, such as detention or an award for good behavior.

Resolution Start Date - Required for resolution to be saved.

All other fields are optional if Resolution isn't linked to calculate or require additional reporting data. It is still best practice to provide as much detail as possible.

The Removal Reason field is a district-defined list, and does NOT link to the Removal report. It is used as an ad hoc reference to indicate the reason the student was removed from their instructional setting as a part of a behavior resolution.

Resolutions can be applied to one or more related students.

Adding Behavior Resolutions (Ctd.)

- Resolution Entry - Linked to detention but not calculating duration or attendance.

Edit Resolution for Matt Martin

Resolution Details

*Resolution Type:
After School Detention
Resolution ID: 17988

*Resolution Assign Date: 03/30/2026
Resolution Start Date: 03/30/2026
Resolution Start Time: 12:25 PM
Resolution End Date:
Resolution End Time:
Detention Duration: 2
Duration Units: Hours
Status: In Progress

Behavior Admin Staff Name: Arbur, Al
Substantiated Event Indicator: N: No
IAES Response Code:
Infraction Response Reason:
Rcvd Services During Suspension: ☐

Details:
A Behavior Letter will also be sent to Matt's parents.

Removal Reason: R: Violate School Rules

- Modified by: Admin, Jackie 03/30/2026 15:27

Save Delete Close

Detention Duration – Count of time to be served.

Duration Units – Indicate whether count to be served is Hours or Minutes.

Adding Behavior Resolutions (Ctd.)

- Resolution Entry - Linked to Calculate Duration, Allow Attendance Modification, and to the Removal Report.

Edit Resolution for Zach Parise

Resolution Details

*Resolution Type: Out of School Suspension
Resolution ID: 17989

State Code: 5: Out-of-School Suspension Category: Minor

*Resolution Assign Date: 03/30/2026 *Resolution Start Date: 03/30/2026 Resolution Start Time: 03:21 PM *Resolution End Date: 04/01/2026 Resolution End Time:

*Duration in School Days: 2.00

Attendance Code (Warning: Saving this resolution will update attendance)
OSS: Out Of School Suspension

Behavior Admin Staff Name: Arbur, Al

Substantiated Event Indicator: N: No IAES Response Code: [Dropdown]

Infraction Response Reason: [Dropdown] Rcvd Services During Suspension: [Dropdown]

Details:

Removal Reason: [Dropdown]

- Modified by: Admin, Jackie 03/30/2026 15:23

Check for attendance conflicts

Duration in School Days: Auto-calculated but can be overwritten.

Attendance Code: Will apply to selected student(s) in all scheduled periods spanning the start and end date/times. THERE MUST BE AN ATTENDANCE CODE CHECKED FOR BEHAVIOR or this field will not display, even if the resolution allows it.

Resolutions can be applied to one or more related students.

Adding Behavior Resolutions (Ctd.)

Edit Resolution for Zach Parise

Resolution Details

*Resolution Type: Out of School Suspension
Resolution ID: 17989
State Code: 5: Out-of-School Suspension Category: Minor

*Resolution Assign Date: 03/30/2026 *Resolution Start Date: 03/30/2026 Resolution Start Time: 03:21 PM *Resolution End Date: 04/01/2026 Resolution End Time:
*Duration in School Days: 2.00

Attendance Code (Warning: Saving this resolution will update attendance)
OSS: Out Of School Suspension
Behavior Admin Staff Name: Arbur, Al
Substantiated Event Indicator: IAES Response Code
N: No
Infraction Response Reason: Rcvd Services During Suspension

Details:

Removal Reason: R: Violate School Rules
- Modified by: Admin, Jackie 03/30/2026 15:29

Check for attendance conflicts

The following student(s) already have an attendance record for the specified date and time range. What action would you like to take?

Zach Parise

Date	1	2	3	4	5	6	7	8	Act
04/01/2026 Wed	O	S	S	S	S	S	S	S	S

Take the following action: Save attendance but do not overwrite
Overwrite Existing attendance
Save attendance but do not overwrite
Save behavior resolution but not the attendance

Save Delete Close

Check for attendance conflicts:

Click the **Check for attendance conflicts** button to verify the student does not have existing attendance records.

When there are existing attendance records:

- **Overwrite Existing attendance** - When selected, existing attendance records are overwritten with new attendance records based the Attendance Code selected for the behavior resolution for all dates encompassed within the resolution.
- **Save attendance but do not overwrite** - When selected, attendance records created by the behavior resolution are saved but any existing attendance records which overlap attendance records created by the behavior resolution are not overwritten.
- **Save behavior resolution but not the attendance** - When selected, behavior resolution data saves but existing attendance records are not modified or replaced.

Click the **Save** button when finished. The assigned resolution is saved and displays on the student's behavior record and is stored with the behavior management entry. Depending on the options chosen for the attendance entry, the student's attendance record is also updated with attendance information related to the behavior.

Tracking Detention

- Users with tool rights to Detention Tracker can update served detention as soon as the linked Resolution is saved.
 - Users can update time served for all students using the fields in the header or by checking each individual student in the list.
 - Auto calculates time remaining.
 - Record is hidden from view once time is served in its entirety.

Detention Tracker ☆ Behavior Office > Behavior Management > Detention Tracker

 Submit Edits to this list save automatically.

Detention Tracker Editor								
Present	Date Served	Start Time	End Time					
☐	03/30/2026			Fill Empty				

Present	Name	Grade	Total Hours	Start Time	End Time	Hours Served	Remaining Hours	Comments
☒	Martin, Matt	11	2 hr					

Behavior Management Tool

- Filter by Status or Alignment
- Sort by Column Titles
- View Details and Edit by selecting record
 - Marking status "Complete" must be done manually
 - If Behavior Preferences are set to lock completed incidents, they must be unlocked before editing

Behavior Management ☆

+

New

🔒

Unlock

Status Filter:

Complete

Alignment Filter:

Discipline/Award

Incident Management Editor

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Fighting Incident	03/23/2026 2:17 PM	On School Property	During School Hours	Arbur, AI	CM	🔒

Behavior Preferences

Lock behavior discipline incidents that have a status of Complete.

Require participant before behavior incident can be set to complete

Require participant before behavior referral can be submitted

Yes

No

Yes

Behavior Management Tool (Ctd.)

- Behavior Responses must be Complete before record will save.
- Resolutions can be ongoing.

All required responses in this incident must be completed before the incident can be completed.

OK

Response Details				
*Response Type	Restraint (Hands) ▼		Complete ✓	
Response Date	*Response Start Time	*Response End Time	Duration	
03/30/2026	09:00 AM	09:05 AM	5 mins	
Behavior Response Approver				
Arbur, Al ▼				
*Response Reason	Students: Safety Concern Students ▼			

Managing Behavior Within a Student Record

- Clicking on an event will display all details.
 - Clicking the Incident ID will direct the user to Behavior Management, where all elements are accessible.
 - Link is deactivated for users without access.
 - If Detention time has been served, it can be added from this button, as long as the user has access to Detention Tracker.
 - Added records can be edited/deleted, but records that have been created in Detention Tracker have to be edited in Detention Tracker.
- New Resolutions can be added, even if status is Complete.

Viewing Behavior Incident Notices

- Campus sends a message to behavior staff when a new incident has been referred to them. The behavior referral sender may receive a message once a resolution has been assigned if the preferences are set as such.
 - Messages are relayed through the Message Center.

Message Center ☆					My Account > Communication > Message Center	
☐	REQUIRED	TYPE	PROCESS	NAME	POSTED DATE	DUE DATE
☐	!	Message		Behavior Incident Notice - Fighting - for multiple participants	03/30/2026	

Viewing Behavior Incident Notices (Ctd.)

- Behavior admins will receive a message with a hyperlink that will navigate them to the incident in the Behavior Management Tool.

Message Center ☆

My Account > Communication > Message Center

☐	REQUIRED	TYPE	PROCESS	NAME	POSTED DATE	DUE DATE
☐	!		Message	Behavior Incident Notice - Fighting - for multiple participants	03/30/2026	

Behavior Management ☆

Behavior Office > Behavior Management

Save Delete New

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Title	Date/Time	Location	Context	Submitted By	Status	Locked
Fighting in the hall	03/30/2026 9:53 AM	On School Property	During School Hours	Bossy, Mike	IP	
Fighting Incident	03/23/2026 2:17 PM	On School Property	During School Hours	Arbur, Al	IP	

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 19385

Status: In-Progress

Submitted Date: 03/30/2026 09:55 AM

Submitted By: Bossy, Mike

*Alignment: Discipline

Title: Fighting in the hall

*Date of Incident: 03/30/2026

*Time of Incident: 09:53 AM

Damages: \$ 0.00

Context: 12: During School Hours

Context Description:

*Location: 1: On School Property

Location Description:

Details

Student A and Student B got in a fight during passing time between 1st and 2nd periods.

- Modified by: Admin, Jackie 03/30/2026 15:37

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.

Fighting (Event ID: 19977)

Matt Marlin - Offender

After School Detention (Resolution ID: 17988)

Zach Parise - Offender

Restraint (Hands) (Response ID: 6) - Complete

Out of School Suspension (Resolution ID: 17989)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

24

Viewing Behavior Referral Notices (Ctd.)

If the behavior admin has selected the setting in the behavior preferences, “referral submitter” will be notified when a resolution has been assigned and the incident has been marked completed.

Behavior Preferences ☆

Notify the person who enters the referral when a resolution has been assigned.

Yes ▾

Add Parent/Guardian signature line on the Behavior Detail Report.

No

Add Administrator signature line on the Behavior Detail Report.

Yes

Message Center ☆

[My Account](#) > [Communication](#) > [Message Center](#)

☐	REQUIRED	TYPE	PROCESS	NAME	POSTED DATE	DUE DATE
☐	!	Message		Behavior Incident Resolution Notice - Pulled Fire Alarm		04/01/2026

Message

Delete

Message: Behavior Incident Resolution Notice - Pulled Fire Alarm

Date: 04/01/2026

This is an automated message from the Infinite Campus Behavior Incident Notice Application.

A resolution was assigned to the incident entitled "Pulled Fire Alarm " that you submitted. Please contact your behavior administrator if you would like more information.

Behavior Letters

- The Behavior Letter Wizard allows schools and districts to create disciplinary letters which populate student data based on predefined event trigger criteria.
- Users are able to initially create a behavior letter and then generate that letter each time they want to pull student data for the defined criteria.
- Different letter formats can be created for any combination of events and resolutions. Users can create letters for an effective date or a date range.
- Sort options are provided for desired printing options, either by student name or by mailing address zip code (for bulk mail rates). Created letters are saved and can be used as many times as desired.
- When entering the Effective Date to generate letters, the date entered is the date on which the behavior incident occurred, not the date of a behavior resolution.

Creating Behavior Letters

Behavior Letter Wizard ☆

Behavior Office > Behavior Communication > Behavior Letter Wizard

Behavior Letter Wizard

This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range. If an effective date is used, a letter will be generated for each student that meets any of the trigger criteria with a behavior incident on the effective date. If a date range is used, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior incident within the date range.

Saved Letters

Letter Name	Date Applies To
☐ After School Detention	Resolution
☐ Cell phone	Event
☐ Cell phone Spanish	Event

Edit Delete Copy New

Enter the trigger criteria for the Letter

*Letter Name

Apply Date Selection To:

☒ Incident
☐ Resolution

Event Resolution Role Event Count (Blank means any)

✕ Any Event AND Any Resolution AND Any Role

Add Criteria

- Click New
 - Give the letter a unique name.
 - Select whether the letter will focus on an incident and event, or the resolution assigned.
 - Click Add Criteria to define which behavior details will be used to populate the letter.
 - Letters can use thresholds to link Events, Resolutions, and role by adding a count to each portion before generating the letter.

Creating Behavior Letters (Ctd.)

Report Options

The following options apply when including the Discipline Summary Sub-Report in the letter.

Show the following behavior events in the Discipline Summary:

- ☒ All incidents matching the criteria from the beginning of the school year through the date selected when the letter is printed
- ☐ Show triggering event only
- ☐ All incidents of any type from the beginning of the school year through the date selected when the letter is printed

Display the following information in the Discipline Summary:

- | | | |
|---|--|--|
| ☐ Show Role | ☐ Show Demerits | ☐ Show Location |
| ☐ Show Context | ☐ Show Referral Name | ☐ Show Incident Details |
| ☐ Show Participant Details | ☐ Show Resolution Details | ☐ Show Classification Details |

Display the following information in the Behavior Summary:

- | | | |
|--|---|--|
| ☐ Show Behavior Incident | ☐ Show Behavior Event | ☐ Show Behavior Role |
| ☐ Show Behavior Harassment | ☐ Show Behavior Drugs | ☐ Show Behavior Weapons |
| ☐ Show Behavior Response | ☐ Show Behavior Resolution | ☐ Show Behavior Detention |
| ☐ Show Custom Behavior Fields | | |

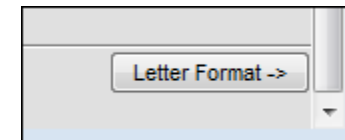
Select which Behavior Events should display in the letter's Discipline Summary report.

All incidents matching - Based on the type/resolution/role criteria within the selected header calendar

Triggering event only - This only displays events which triggered the count date criteria to be met.
All incidents for the selected header calendar, regardless of type

Select which additional information should display within the letter's Discipline Summary report grid.

Click Letter Format in the bottom right corner to continue.



Creating Behavior Letters (Ctd.)

- Use the formatting bar to insert Campus Fields and Sub-Reports to create your letter body.
 - Save the letter to your user account, or share with a user group in which you are a member, by clicking Save Format at the bottom of the page.

Name
After School Detention

Preferred Language ? Active

- aaaa: Chinese
- IT: Italian
- en_US: US English** ☒
- es_MX: Spanish (Mexico)

Dear Parents of student.firstName student.lastName

Your student student.firstName has been assigned an after-school detention. Detention gets assigned for a variety of reasons including disruptive behavior. It is essential to the learning process that students are able to attend class in a healthy environment. Please see the below information regarding student.firstName's detention information.

Discipline Summary

Any additional behavior referrals may result in increased disciplinary steps. Please discuss this report with your child. We need your help to stress just how important it is to display appropriate behavior during class time. Thank you for your cooperation in this very important matter.

Organized To:
User Account

Save Format(s)

Creating Behavior Letters (Ctd.)

All letters in Campus now have the option to store a letter in an alternate language and can be sent in the receiver's preferred language preference. **Campus software doesn't actually translate.**

To create a Spanish Behavior Letter

Open an existing English template (or create new).

On the Letter format step (save the English version first if it's new,) click on preferred language in the drop down list, enter the translated text into the letter box, and Save.

You must also click Active next to the preferred language for the template, or else it will remain in "draft" mode.

The screenshot displays the 'Behavior Letter Wizard' interface. At the top, a blue header bar contains the title 'Behavior Letter Wizard'. Below this, a text box explains the wizard's purpose: 'This wizard will walk you through the creation of a behavior query and a letter format. You can print an existing letter for a given effective date or for a date range. If an effective date is used, a letter will be generated for each student that meets any of the trigger criteria with a behavior event on the effective date. If a date range is used, a letter will be triggered for each student that meets or exceeds any of the trigger criteria with a behavior event within the date range.'

The main interface is divided into several sections. On the left, there is a 'Preferred Language' section with a table showing two options: 'en_US: US English' and 'es_MX: Spanish (Mexico)'. The 'es_MX' option is selected, and the 'Active' checkbox is checked. Below this, there is a 'Name' field with the text 'After School Detention'. Further down, there is a 'Organized To:' section with a dropdown menu set to 'User Account' and a 'Save Format(s)' button.

The right side of the interface is a large text area for the letter content. It features a rich text editor toolbar at the top with various formatting options. The text in the editor is in Spanish and includes placeholders for student information: 'Tu estudiante {student.firstName} {student.lastName} se le ha asignado una detención después del horario escolar. Las detenciones se asignan por diversos motivos, incluido el comportamiento disruptivo. Es fundamental para el proceso de aprendizaje que los estudiantes puedan asistir a clase en un entorno saludable. Por favor, consulte la siguiente información relativa a {student.firstName}'s información sobre la detención.' Below this, there is a red dashed box labeled 'Discipline Summary'. Further down, there is another paragraph in Spanish: 'Cualquier remisión adicional por motivos de conducta podría dar lugar a medidas disciplinarias más severas. Por favor, converse sobre este informe con su hijo. Necesitamos su ayuda para enfatizar la gran importancia de mantener una conducta apropiada durante el horario de clases.'

At the bottom of the interface, there is a section titled 'Default language letter (US English):'. It contains a similar letter template in English, starting with 'Dear Parents of {student.firstName} {student.lastName}' and followed by a paragraph about after-school detention. It also includes a red dashed box labeled 'Discipline Summary' and a concluding paragraph: 'Any additional behavior referrals may result in increased disciplinary steps. Please discuss this report with your child. We need your help to stress just how important it is to display appropriate behavior during class time.'

Generating Behavior Letters

- Once the format is saved, you can generate the letters by going back to the Behavior Letter Wizard.
 - Highlight your letter in the Saved Letters window.
 - Select a single date, or run the letter for a date range.
 - Select a sort option for when multiple student letters generate.
 - Select letter format you would like to use. Either an addressed form letter or a blank form letter.
 - If the addressed form letter type is chosen, you can either use the default salutation or over write it with your own.
 - Further narrow the student search by selecting an existing Ad Hoc filter if desired.
 - Click Print Letters when complete.

The screenshot displays the 'Behavior Letter Wizard' interface. On the left, the 'Saved Letters' window shows a table with two columns: 'Letter Name' and 'Date Applies To'. The table contains three entries: 'After School Detention' (highlighted), 'Cell phone', and 'Copy of Cell phone'. Below the table are buttons for 'Edit', 'Delete', 'Copy', and 'New'. On the right, the 'Generate Letters For' section contains several options: 'Effective Date' (radio button), 'Date Range' (radio button), 'Sort Option' (radio buttons for 'Student Name' and 'Zip'), 'Letter Format' (radio buttons for 'Addressed Form Letter' and 'Blank Form Letter'), 'Salutation Line' (text input field with 'To Parent/Guardian of:'), and 'Ad Hoc Filter' (dropdown menu). At the bottom right is a 'Print Letters' button.

Letter Name	Date Applies To
After School Detention	Resolution
Cell phone	Event
Copy of Cell phone	Event

Generate Letters For:

Effective Date ☐

Date Range ☐

Sort Option: ☒ Student Name ☐ Zip

Letter Format: ☒ Addressed Form Letter ☐ Blank Form Letter

Salutation Line:

Ad Hoc Filter:

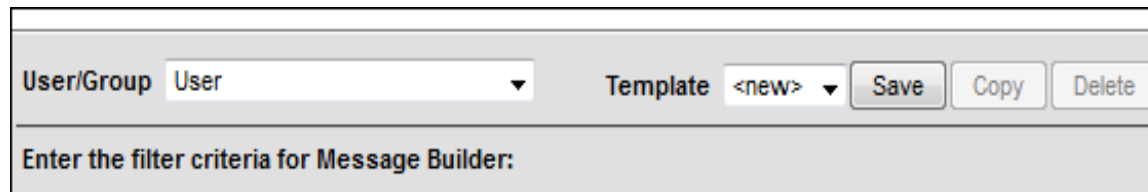
Print Letters

Behavior Messenger

- Behavior Messenger can send portal Inbox messages for behavior notices, and if Email Messenger is enabled in your district, notices may be sent through both mediums.
 - Messages in Campus can be copied within an individual user account, and can be shared to user groups.
 - If sharing a copy with other users, save an original!
 - Message Templates can be saved for consistency in communication.
 - Message Templates can be created in multiple languages for select contact delivery.

Behavior Messenger (Ctd.)

- Select whether the message is to be saved in your user account, or a user group.
- If creating a message for the first time, leave New selected under Template, otherwise, select an existing template for re-use.



The screenshot shows a web interface for the Behavior Messenger. It features a 'User/Group' dropdown menu with 'User' selected, and a 'Template' dropdown menu with '<new>' selected. To the right of these dropdowns are three buttons: 'Save', 'Copy', and 'Delete'. Below these elements is a text input field with the placeholder text 'Enter the filter criteria for Message Builder:'.

Behavior Messenger (Ctd.)

- Select how to filter on students
 - (Grade, Event Type and/or Involvement Role)
- Select whether to narrow student selection by an existing Ad Hoc Filter or not.
- Set the effective date.
- Elect whether to limit message by recipient's language choice.

Enter the filter criteria for Behavior Messenger:

Grade	Event Type	Involvement Role
All Grades ▲	All Events ▲	All Roles ▲
9	1 Homicide	Offender
10	10 Disc Harass Bully	Participant
11	10.2 Cyberbully	Recipient
12 ▼	14 Bomb Threat ▼	Victim ▼

CTRL-click or SHIFT-click to select multiple

Ad Hoc Filter (Further narrows criteria)

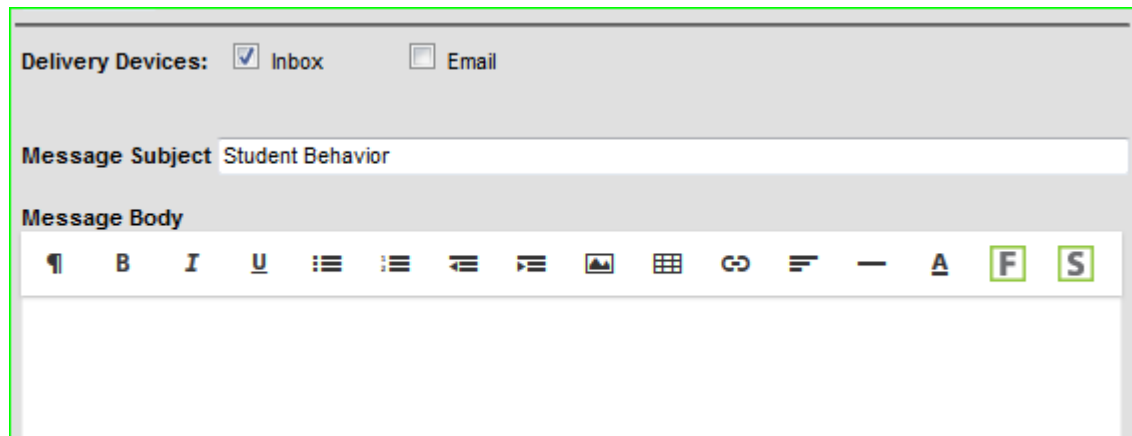
Effective Date

Limit delivery to contacts that speak

No Language Preference
en_US: US English
es_MX: Spanish (Mexico)

Behavior Messenger (Ctd.)

- Create a Message Subject (required) and Message Body using the formatting bar to insert Campus Fields and Sub-Reports.
- Elect whether to send by Inbox, Email, or both.
- Users may see Voice and Text Boxes if the District has the Messenger With Voice Premium Product.



The screenshot displays the Behavior Messenger interface. At the top, under "Delivery Devices:", there are two checkboxes: "Inbox" (checked) and "Email" (unchecked). Below this is a "Message Subject" field containing the text "Student Behavior". Underneath the subject field is the "Message Body" section, which includes a rich text formatting bar. The formatting bar contains icons for bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, increase indent, insert image, insert table, insert link, unlink, text color, background color (highlighted in green), and link color (highlighted in green). Below the formatting bar is a large text area for the message body.

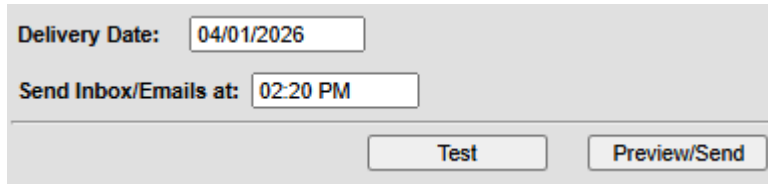
Behavior Messenger (Ctd.)

- If saving the message as a template for re-use, scroll back to the top of the page and click the Save box next to the Template name.
 - A popup will direct you to select a user/group, and require a name for the template.

The screenshot displays the Behavior Messenger interface. At the top, there are dropdowns for 'User/Group' (set to 'User') and 'Template' (set to 'Cell Phone Violation'), followed by 'Save', 'Copy', and 'Delete' buttons. Below this is a section titled 'Enter the filter criteria for Behavior Messenger:' containing three columns: 'Grade' (with a list from 'All Grades' to '12'), 'Event Type' (with options like 'Abusive Language', 'Bomb Threat, False Alarm, Arson, or Riot', 'Burglary', 'Cafeteria Incident', and 'Cell Phone Violation'), and 'Involvement Role' (with options like 'All Roles', 'Offender', 'Participant', 'Recipient', and 'Victim'). A note below these columns says 'CTRL-click or SHIFT-click to select multiple'. Further down is an 'Ad Hoc Filter (Further narrows criteria)' dropdown, an 'Effective Date' field (set to '04/01/2026'), and a 'Limit delivery to contacts that speak' dropdown (set to 'No Language Preference'). Below these are 'Delivery Devices' checkboxes for 'Inbox' and 'Email' (both checked), a 'Reply To Email' field (set to 'noreply@esboces.org'), and a 'Message Subject' field (set to 'Jackie Test HS Student Behavior Notice'). At the bottom is a 'Message Body' section with a rich text editor toolbar. A 'Save/Copy Template' popup is open on the right side, showing the 'User/Group' dropdown (set to 'User') and the 'Template' dropdown (set to 'Cell Phone Violation'), with 'Cancel' and 'OK' buttons at the bottom.

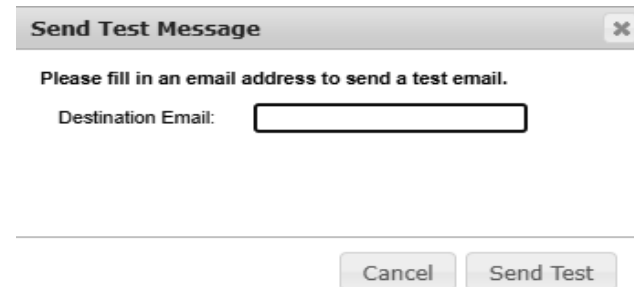
Behavior Messenger (Ctd.)

- In order to set a Delivery Date and Time, go to the bottom of the page and enter the desired delivery date and time.
- It is best practice to click the Test prior to sending the message. You can use your own e-mail address to send the test message to for review.



Delivery Date:

Send Inbox/Emails at:

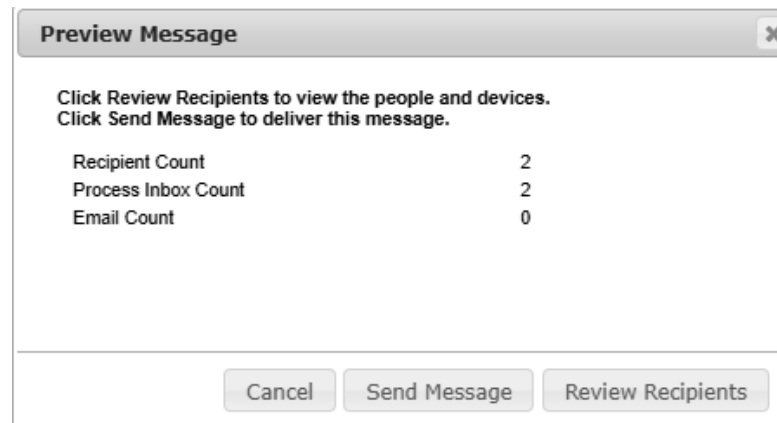


Send Test Message [X]

Please fill in an email address to send a test email.

Destination Email:

- Click the Preview/Send box to review message recipients and delivery options



Preview Message [X]

Click Review Recipients to view the people and devices.
Click Send Message to deliver this message.

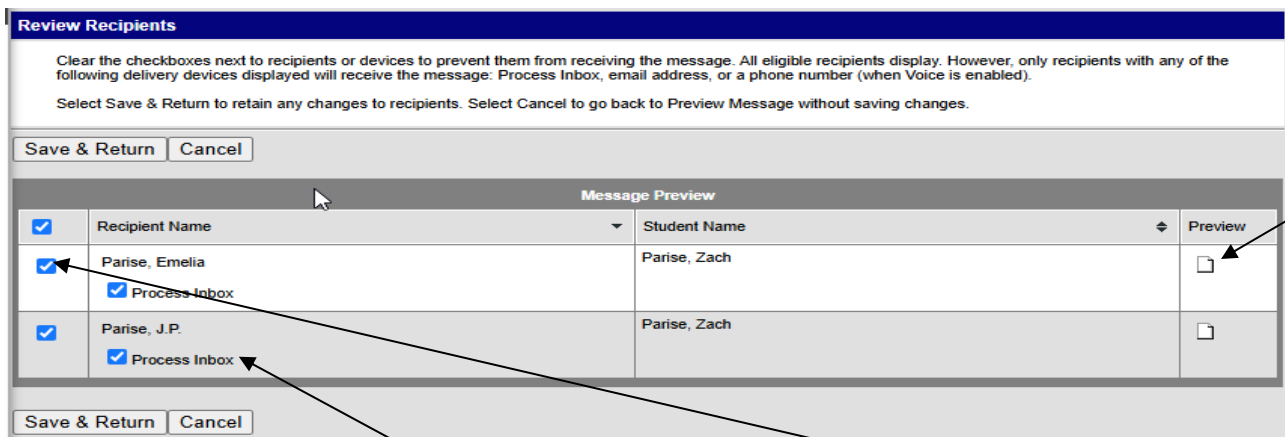
Recipient Count	2
Process Inbox Count	2
Email Count	0

Behavior Messenger (Ctd.)

- Click the Review Recipients box to see the names of who will receive the message.



- Click the Preview Icon to see actual message detail prior to sending the message.



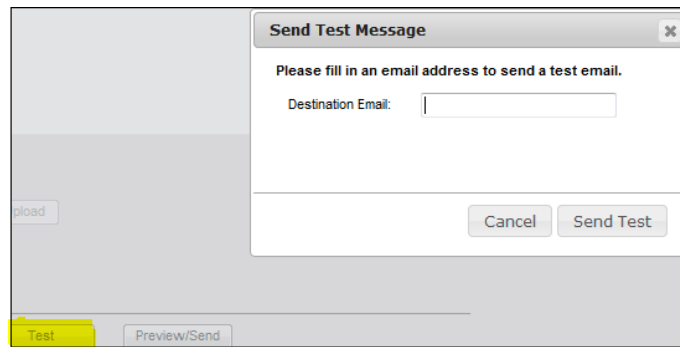
Preview

Delivery method and select/deselect

- Once complete click Save and Return, or Cancel.

Behavior Messenger (Ctd.)

- Elect to Send Message (continue as scheduled) or, click Cancel to test email delivery.
 - Click Test button.
 - Enter an email address in popup box (does not have to be linked to a Census/Person).
 - Click Send Test to see if transmitting.
- Continue with Preview/Send, Send Message when complete.



Behavior Messenger Scheduler

- Saved templates can be sent on an automatic schedule.
 - Saved templates must be available to user creating the schedule.
- Select Template name.

The screenshot shows the 'Behavior Messenger Scheduler' interface. At the top, there is an orange header bar with the text '25-26 Jackie Test HS' and icons for a bell, a question mark, a grid, and a user profile. Below the header, a breadcrumb trail reads 'Behavior Office > Behavior Communication > Behavior Messenger Scheduler'. The main content area is titled 'Behavior Messenger Schedules' and contains a list of templates. The first template is 'Cell Phone Violation', which has a sub-item 'Jackie Test HS Cell Phone -- 09/02/2025 10:00:00 -0400'. The second template is 'Fighting Incident', which has a sub-item 'Fighting Incident Message -- 09/02/2025 10:00:00 -0400'.

Behavior Messenger Scheduler

24-25 JACKIE TEST HS

Behavior Messenger Scheduler ☆ Behavior Office > Behavior Communication > Behavior Messenger Scheduler

Save Delete Add Scheduled Behavior Message

Behavior Messenger Schedules

- Cell Phone Violation
 - Jackie Test HS Cell Phone -- 09/02/2025 10:00:00 -0400
- Fighting Incident
 - Fighting Incident Message -- 09/02/2025 10:00:00 -0400
- ad hoc
- Boces_Support
- CampusAllCalsModifyRights
- Jackie Administrator Group
- Jackie School CRDC group

Scheduled Behavior Message For Cell Phone Violation

*Schedule Name: Jackie Test HS Cell Phone

*Calendar: 25-26 Jackie Test HS

*Start Date/Time: 09/02/2025 10:00 AM

*Reply To Email: noreply@esboces.org

Send confirmation email: ☒

Behavior Filter Criteria Detail

Grade	Event type	Involvement Role
All Grades	All Events	All Roles
01	1 Homicide	Offender
02	10 Disc Harass Bully	Participant
03	10.2 Cyberbully	Recipient
04	11th period detention	Victim

Ad Hoc Filter (Further narrows criteria): Behavior Messenger Scheduler

Limit delivery to contacts that speak: No Language Preference

Message Delivery Detail

Delivery Devices: ☒ Inbox ☒ Email

Send Emails at: 11:48 AM

Uniquely Name the schedule

Select the calendar to search for aligned behavior events

Checkbox is available to disable schedule if desired

Enter a recurrence frequency

Enter a start date and time for the schedule

Review the detail to ensure accuracy

Check whether or not confirmation should be sent

Incidents do not need resolutions assigned, nor do they need to be marked with complete status for the messenger to send on schedule.

When complete, click Save at the top of the page

Behavior Office Reports

Behavior Office > Reports > Behavior Attendance Audit Report

Behavior Attendance Audit Report

Identifies students who have behavior resolutions not linked to an entry in their attendance record or have specified attendance codes not covered by a behavior resolution. If attendance modification from Behavior Management has been enabled, the Behavior Attendance Audit report displays instances where an attendance record was created from a behavior resolution.

Behavior Attendance Audit Report

This report is used to audit attendance populated from a behavior resolution. There are three sections:

- Behavior Resolutions without a selected corresponding Attendance Code, which displays days where there should be an attendance code populated from a behavior resolution.
- Attendance without any corresponding Behavior Resolution, which displays days where there is a behavior-linked attendance code but no behavior resolution
- Attendance created from a Behavior Resolution, which displays days with an attendance code populated from a behavior resolution.

Select Dates

☒ Date Range To

Exclude ☐ Non-Instructional Periods

Select Students:

☒ Grade

☐ Ad Hoc Filter

Select Resolution Types and Attendance Codes

Resolution Types

☒ Flagged as attendance-related (8)
☐ All resolution types (45)

*15: 15 Firearms: suspension w/o instruction of 1 year
*16: 16 Firearms: suspension w/o instruction shortened from 1 year
*4: 4 In School Suspension
*5: 5 Out of School Suspension
*8: 8 Firearms: suspension w/ instruction of 1 year
*9: 9 Firearms: suspension w/ instruction shortened from 1 year
OT: Other Action
- Out of School Suspension

Attendance Codes

☒ Flagged as behavior-related (1)
☐ All attendance codes (25)

OSS: Out Of School Suspension

Select a Report Type

☒ All Reports
☒ Behavior Resolutions without a selected corresponding Attendance Code
☒ Attendance without any corresponding Behavior Resolution
☒ Attendance created from a Behavior Resolution

Select a Print Sort Order

Student Name

Report Format: PDF

Behavior Office Reports (Ctd.)

Behavior Office > Reports > Event Report

Behavior Event Report

Lists the number of behavior events by type. The report can be modified in various ways, such as reporting events based on Date, Referrer, Role or Event Types, including participant details such as Race/Ethnicity, Gender, and Special Ed participation and grouping results by referrer, event type, or student.

Behavior Event Report

This report will list the number of events per type. The report can be grouped by staff member, staff member with student, event type and student.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

10
11
12
9

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

25-26
25-26 Jackie Test HS

CTRL-click or SHIFT-click to select multiple

Date Range: From To

Submitted By: All Admin, Jackie Arbur, Al Berube, Craig Berube, J.F. Bossy, Mike

Involvement Roles: All Offender Participant Victim Witness

Event Types: All 1 Homicide(*1) 10 Disc Harass Bully(*10) 10.2 Cyberbully(*10.2) 14 Bomb Threat(*14) 15 False Alarm(*15)

How would you like the records to be grouped by?

☒ Submitted By ☐ Submitted By w/ Student ☐ Event Type ☐ Student

Report Format

PDF

Generate Report

Behavior Office Reports (Ctd.)

Behavior Office > Reports > Incident Report

Behavior Incident
Lists the number
of incidents
recorded based
on the options
selected in the
report editor.

Behavior Incident Report

This report gives the user a high level overview of where and when Behavior Incidents occurred.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

9 10 11 12

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

25-26 Jackie Test HS

CTRL-click or SHIFT-click to select multiple

Date Range:
From To

Incident Type: ☒ All ☐ Award ☐ Discipline

Report Type: ☒ Summary ☐ Cross Section By Location ☐ Cross Section By Context

Incident Location: At a School Event(3) Off campus: Bus stop(3a) Off campus: Other off-campus location(3f) Off campus: Other school(3d) Off campus: Other school district facility(3e)

Incident Context: After classes(6) Bias Related(1) Drug Related(2) During lunch/recess(5) During School Hours(12)

Sort Options
☒ Event Count (ascending) ☐ Event Count (descending) ☐ Participant Count (ascending) ☐ Participant Count (descending)

Report Format

Behavior Office Reports (Ctd.)

Behavior Office > Reports > Removal Report

Behavior Removal

Lists Resolutions assigned to students which have a Removal subtype of Detention, Suspension and/or Expulsion. The report can be modified in various ways, including reporting resolutions based on the Date assigned, the Staff Member who assigned the resolution and the Removal Type. Results can be grouped by Staff, Student or Removal Type.

Behavior Removal Report

This report will list the number of Removals by type. Results can be grouped by Staff Member, Staff Member with Student, Removal Type or Student.

Which students would you like to include in the report?

☒ Grade

All Students
9
10
11
12

☐ Ad Hoc Filter

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

25-26
25-26 Jackie Test HS

CTRL-click or SHIFT-click to select multiple

Date Range: From To

Staff Member:

All
Admin, Jackie
Arbur, Al
Kelman, Andrew

Removal Type:

All
Detention
Suspension
Expulsion

How would you like records to be grouped?

☒ Staff ☐ Staff with Students ☐ Student ☐ Removal Type

Report Format: PDF

Generate Report

Behavior Office Reports (Ctd.)

Behavior Office > Reports > Resolution Report

Behavior Resolution

Lists students who have resolutions assigned. The report can be generated in one of two ways: the Summary option only lists the number of resolutions for each students, whereas the Detail option lists the details of each resolution. Sort options are also available to customize how information displays in the report.

Behavior Resolution Report

This report lists event, resolution and student information. The summary format prints the statistic of events, resolutions. The detail format prints each event and resolution for every student.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

☒ No Date Range Specified
Reports selected calendar(s)

☐ Filter By Resolution Assign Date

☐ Filter By Resolution Start Date

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

25-26
25-26 Jackie Test HS

CTRL-click or SHIFT-click to select multiple

Resolution Types:

☒ All
☐ Award
☐ Discipline

Report Type ☒ Summary ☐ Detail

Sort Options
☒ Number of Resolutions (descending) ☐ Student Name ☐ Grade & Name ☐ Grade & Number of Resolutions (descending)

Report Format
PDF

Generate Report

SIRS Student Restraint Event (New York)

[Reporting](#) > [NY State Reporting](#) > [SIRS Extracts](#)

The SIRS Student Restraint Events Extract is an annual report to the New York State Education Department regarding the use of restraints in behavior events. This includes physical restraints, timeouts, substantiated and unsubstantiated allegations of the use of prohibited interventions, corporal punishment, mechanical restraint, and other prohibited aversive interventions, prone physical restraint, and seclusion.

The screenshot displays the 'SIRS Extracts' web application interface. At the top, there is a navigation bar with the text 'SIRS Extracts ☆' and a breadcrumb trail 'Reporting > NY State Reporting > SIRS Extracts'. Below this is a dark blue header with the text 'NY State Repository System Extracts'. A message box states: 'This tool will extract student data for SIRS data collection. Choose CSV format when uploading to SIRS, otherwise choose one of the testing/debugging formats.'

The main content area is divided into two sections: 'Extract Options' and 'Select Calendars'.

Extract Options:

- Extract Type:** A dropdown menu currently showing 'Assessment Acc Mod Fact'.
- Effective Date:** A dropdown menu currently showing 'Assessment Acc Mod Fact'.
- Included State Grade Levels:** A list of options including 'Assessment Fact', 'Attendance Code', 'Course', 'Course Instructor Assignment', 'Day Calendar', 'Location Marking Period Code', 'Partner Project Fact', 'Programs Fact', 'School Entry Exit', and 'Staff Student Course'.
- Test State Codes:** A list of options including 'Assessment Acc Mod Fact', 'Assessment Fact', 'Attendance Code', 'Course', 'Course Instructor Assignment', 'Day Calendar', 'Location Marking Period Code', 'Partner Project Fact', 'Programs Fact', 'School Entry Exit', and 'Staff Student Course'.
- Format:** A dropdown menu currently showing 'Student Restraint Event'.

Select Calendars:

Which calendar(s) would you like to include in the report?

- ☒ active year
- ☐ list by school
- ☐ list by year

A calendar selection dropdown is open, showing a list of calendars for the year 25-26:

- 25-26 Christine HS
- 25-26 Jackie Test ES
- 25-26 Jackie Test HS (highlighted)
- 25-26 Jackie Test MS

SIRS Student Restraint Event (New York) Ctd.

A record must be created for each instance of physical restraint or timeout, as well as for allegations concerning prohibited intervention types.

Different response types during a single event will require separate event records. For example, if a mechanical device is utilized following the placing of a student in the prone position, a second event record would be reported specific to the mechanical device restraint. Also, multiple event records should be created if, after an event has de-escalated and the student is able to return to the learning environment, a subsequent event occurs.

Edit Response for Zach Parise ✕

Response Details	
*Response Type	Complete
Restraint (Hands) ▼	☒
	*Response End Time
	09:05 AM
	Duration
	5 mins
Aversive Intervention	
Corporal Punishment	
ISD: In School Detention	
ISS: In School Suspension	
M: Mechanical Restraint	
O: Other	
P: Physical Restraint	
Prone Restraint	
Restraint (Hands)	
S: Seclusion	
Use of Timeout in accordance with BIP	
Use of Timeout NOT in accordance with BIP	

the student and employees involved before the response along with

parate by telling them verbally.

response utilized along with the actions of the student and school

to separate the students.

Response Details

*Response Type

Restraint (Hands)

Response Date

03/30/2026

*Response

09:00 AM

Behavior Response Approver

Arbur, AI ▼

*Response Reason

Students: Safety Concern Students ▼

Non-authorized: Non-authorized

Others: Safety Concern Others

Self: Safety Concern Self

Staff: Safety Concern Staff

Students: Safety Concern Students

SIRS Student Infraction Response (New York)

[Reporting](#) > [NY State Reporting](#) > [SIRS Extracts](#)

The SIRS Student Infraction Response extract reports disciplinary removal data for all students with disabilities.

The screenshot shows the 'SIRS Extracts' web application interface. At the top, there is a breadcrumb trail: 'Reporting > NY State Reporting > SIRS Extracts'. Below this, a blue header bar reads 'NY State Repository System Extracts'. A message states: 'This tool will extract student data for SIRS data collection. Choose CSV format when uploading to SIRS, otherwise choose one of the testing/debugging formats.' The main interface is divided into two columns. The left column, titled 'Extract Options', contains several sections: 'Extract Type' (with a dropdown menu currently showing 'Assessment Acc Mod Fact'), 'Effective Date', 'Included State Grade Levels', 'Test State Codes', 'Format', 'Ad Hoc Filter', and 'Column Headers'. A long list of data categories is shown in a scrollable area, with 'Student Infraction Response' highlighted at the bottom. The right column, titled 'Select Calendars', asks 'Which calendar(s) would you like to include in the report?' and offers three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these options, a dropdown menu shows a list of school-year and school-name combinations, with '25-26 Jackie Test HS' highlighted.

SIRS Student Infraction Response (New York) (Ctd.)

A record must be created for each disciplinary removal that includes an Event Identifier, the type of removal, response reason (required for unilateral removals to an Interim Alternative Educational Setting [IAES]), the start date of the removal, the duration of the removal, as well as an indication of whether the student was suspended for the remainder of the school year and if the student received services during suspension. This would be “Y” (Yes) only when the Response Code = “OSS.” A student can only have one suspension type at a time. If a student receives both an In-School Suspension and an Out Of School Suspension for the same incident, they must be reported separately with different start dates and Event Identifiers.

Resolution Details

*Resolution Type: Out of School Suspension
Resolution ID: 17989

State Code: 5: Out-of-School Suspension Category: Minor

*Resolution Assign Date: 03/30/2026 *Resolution Start Date: 03/30/2026 Resolution Start Time: 03:21 PM *Resolution End Date: 04/01/2026 Resolution End Time:
*Duration in School Days: 2.00

Attendance Code (Warning: Saving this resolution will update attendance)
OSS: Out Of School Suspension

Behavior Admin Staff Name: Arbur, Al

Substantiated Event Indicator: N: No

IAES Response Code:
Infraction Response Reason:
Rcvd Services During Suspension:
Drugs: Drugs
SBI: Serious Bodily Injury
Weapons: Weapons

Resolution Details

*Resolution Type: Out of School Suspension
Resolution ID: 17989

State Code: 5: Out-of-School Suspension Category: Minor

*Resolution Assign Date: 03/30/2026 *Resolution Start Date: 03/30/2026 Resolution Start Time: 03:21 PM *Resolution End Date: 04/01/2026 Resolution End Time:
*Duration in School Days: 2.00

Attendance Code (Warning: Saving this resolution will update attendance)
OSS: Out Of School Suspension

Behavior Admin Staff Name: Arbur, Al

Substantiated Event Indicator: N: No

IAES Response Code:
IAESHO: IAES Removal by Impartial Hearing Officer
IAESSP: IAES Removal by School Personnel

This code is incorrect and causing issues with state reporting.

There is SIS-196907 assigned to it.

New York State SSEC Report

The SSEC Report uses the following logic to “qualify” an incident for reporting on the extract.

For the continued logic that gives the codes and Campus Field locations for each cell in the SSEC report grid, see the Community link:

<https://kb.infinitecampus.com/help/ssec-extract-new-york>

Report Logic

Reports a summary of all SSEC Incidents tied to the Calendar selected on the extract editor. Participants involved in multiple SSEC Incidents are separately counted for each Incident. An SSEC Incident is defined as a unique Behavior Incident/Event combination the meets all of the following requirements.

Behavior Incident/Event	Logic
Behavior Incidents	• Status must be Complete • Date of Incident must be previous to or the same as the Effective Date selected on the extract editor • Location dictionary Value must be one of the following: ◦ SchoolProperty ◦ SchoolTransportation ◦ SchoolSponsored ◦ OffProperty • At least one Behavior Event's State Event Code must not be NULL. • If a Behavior Incident occurs off property, only Harassment, Cyberbullying, and Bomb Threat events are reported.
Behavior Event	• Must have at least one Participant whose Role = Offender • Must have at least one Participant whose Role = Victim ONLY if the State Event Code is one of the following: 1, 2.1, 2.2, 4, 7, 10, or 10.2 • The most serious event determines the Category (column) in which the Incident reports ◦ If more than one qualifying Behavior Event is associated with a Behavior Incident, reports from the Behavior Event with lowest State Event Code dictionary Value (i.e. most serious) ◦ If multiple Behavior Events meet the previous requirement, reports from the Behavior Event with the lowest eventID

Generating the NY State SSEC Report

Reporting > NY State Reporting > SSEC Extract

- Choose an effective date
- Choose Report Format
- An Ad Hoc Filter can be used to narrow search
- Select the Calendars to Report
- Click Generate or Submit to Batch and retrieve the report after processing is completed, or at a later time.
- For complete up-to-date logic, see the Campus Community Knowledge Base: State Specific Information > New York > NY State Reporting > SSEC Extract.

The screenshot shows the 'NY School Safety and the Educational Climate' tool interface. It includes a header, a description, and two main sections: 'Extract Options' and 'Select Calendars'.

NY School Safety and the Educational Climate

This tool will extract student and staff data collected for the Report on School Safety and the Educational Climate.

Extract Options

Effective Date: 04/02/2026
Format: HTML
Ad Hoc Filter: CSV

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

25-26
25-26 Christine HS
25-26 Jackie Test ES
25-26 Jackie Test HS
25-26 Jackie Test MS

Buttons: Generate Extract, Submit to Batch

Have Questions? Need more help?
Campus Community is a great resource!

<https://kb.infinitecampus.com/help/behavior-management-tool>

<https://kb.infinitecampus.com/help/detention-tracker>

<https://kb.infinitecampus.com/help/behavior-letter-wizard>

<https://kb.infinitecampus.com/help/behavior-messenger>

<https://kb.infinitecampus.com/help/behavior-messenger-scheduler>

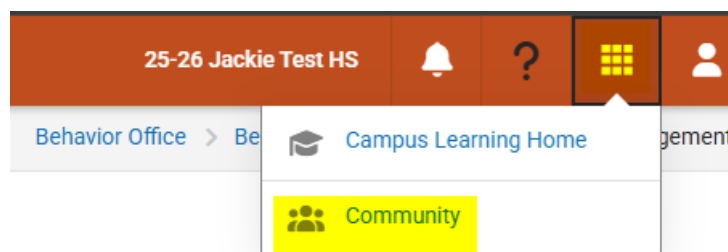
(Behavior Office Reports) <https://kb.infinitecampus.com/help/01a4b54>

<https://kb.infinitecampus.com/help/sirs-student-restraint-event>

<https://kb.infinitecampus.com/help/sirs-student-infraction-response-new-york>

<https://kb.infinitecampus.com/help/ssec-extract-new-york>

Click the Campus Community link in your Campus header,
and search the Knowledge Base.





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