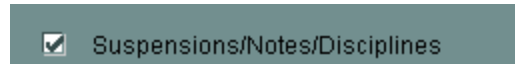
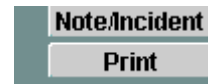


# Creating Incident Reports

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## A Student's Incident History

1. Locate the student on the first page
2. Press Print button on the right column
3. Put the tick mark beside the Suspensions/Notes/Incidents
4. Press the printer button



The screenshot shows a window titled "Notes and Incidents" with a standard Windows-style title bar. The main content area has a light blue background. At the top, it displays "School: Westmount Elementary" on the left and "School Year: 2008/2009" on the right. In the center, there is a white-bordered box titled "Report Title". Inside this box, there is a text input field containing "Incident Summary". Below the input field are two radio button options: "All Incidents" (which is selected) and "Incidents at Current School". At the bottom of the box, there are two date input fields labeled "From Date" and "To Date". Below the "Report Title" box, there is a label "Print in background?" followed by a dropdown menu currently showing "No". To the right of the dropdown are two printer icons: a standard printer and a printer with a blue light on its tray.

5. Complete the parameter screen:

Use any title you wish by typing in your text

Select All Incidents (which includes all on file regardless of school recorded)

Select Incidents at Current School – only your school incidents on report

Date From To – set up the start to end range

6. Press the print button to create the report. See sample on next page (leaving the dates blank will print all incidents on record according to your previous choice.

**SAMPLE OF REPORT**

**NOTES**

**STUDENT INCIDENTS**

Incident Group # : 211901		# of Actions: 1	
Infraction Date :	06-APR-09	Inc. Desc :	Dangerous behaviour
		School : Westmount Elementary	
First Day:	06-APR-09	Action Type :	Detention Office
Length:	1	Motivation Type :	Relationship With Oth. Stu
Last Day:	06-APR-09	Parent Contact Date:	
Investigator & Id:	-		
Contacted:		Investigated :	
Narrative:	Dispute with Dylan - threw rocks in anger		
Interview Date:		Disposition Type :	
Int. Narrative :			
Incident Group # : 211903		# of Actions: 1	
Infraction Date :	05-APR-09	Inc. Desc :	Fighting
		School : Westmount Elementary	
First Day:	06-APR-09	Action Type :	Detention Office
Length:	1	Motivation Type :	Relationship With Oth. Stu
Last Day:	06-APR-09	Parent Contact Date:	
Investigator & Id:	-		
Contacted:		Investigated :	
Narrative:	dispute with Jarod - pushing, name calling, fighting		
Interview Date:		Disposition Type :	
Int. Narrative :			
Incident Group # : 211944		# of Actions: 1	
Infraction Date :	24-FEB-09	Inc. Desc :	Fighting
		School : Westmount Elementary	

# Incident Listings for School

1. Select Reports icon
2. Select 08 Incident Reporting
3. Select Incidents by District
4. This brings up the parameter screen



## BC Incidents by District

**School District:**

**Report Title:**

**Date Range From:**  **To:**

Available School	Selected School
<input type="text" value="Westmount Elementary"/>	<input type="text"/>

Complete this form. You have only one available school and you must 'move' it to the selected school column. Complete the date range and change the Report Title to an appropriate.

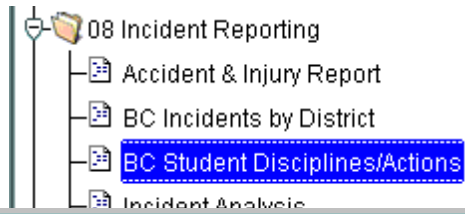
## SAMPLE OF REPORT

CUST056R V2.1	<b>73 - Kamloops/Thompson</b> <b>BC Incidents by District</b>	Page: 2 of 3
	From 01-SEP-2008 To 23-APR-2009	Report Date: 23-APR-2009 07:15 PM

Date	School	Reason	Incidents
08-SEP-2008	Westmount Elementary	Dangerous behaviour	1
12-SEP-2008	Westmount Elementary	Disobedience	1
14-SEP-2008	Westmount Elementary	Bullying	1
17-SEP-2008	Westmount Elementary	Bullying	2
18-SEP-2008	Westmount Elementary	Bullying	1
		Disruptive Behaviour	1
		Rough Play	3
25-SEP-2008	Westmount Elementary	Disobedience	1
29-SEP-2008	Westmount Elementary	Bullying	1
30-SEP-2008	Westmount Elementary	Threatening Staff Member	1
10-OCT-2008	Westmount Elementary	Disobedience	1
15-OCT-2008	Westmount Elementary	Assault	1
		Fighting	2
17-OCT-2008	Westmount Elementary	Swearing	1
23-OCT-2008	Westmount Elementary	Fighting	1
06-NOV-2008	Westmount Elementary	Bullying	1
07-NOV-2008	Westmount Elementary	Harrassment	1
10-NOV-2008	Westmount Elementary	Fighting	3
13-NOV-2008	Westmount Elementary	Disobedience	1

# Incident Detailed and Summaries

1. Select Reports Icon and 08 Incident Reporting
2. Select BC Student Disciplines/Actions
3. Complete the Parameters Screen:



**Reports**

**Detail Report**      **Report Title:** BC Student Disciplines/Actions  
**Sort:** Alpha

**Summary Report**      **Report Title:** BC Student Disciplines/Actions Summary  
**Report Type:**  PDF Version     Data Extract  
**Directory:** \_\_\_\_\_  
**Prefix:** \_\_\_\_\_

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**Options**

**Start Date:** 01-SEP-2008      **End Date:** 23-APR-2009

**Available School**      **Selected School**

Westmount Elementary      [Empty]

[v] [vv] [^] [^]

**Available Action Type**      **Selected Action Type**

Academic Progress Review  
Admin Dismissal  
Alternate Setting Assigned  
Apology - Letter or Verbal  
Attendance Contract

[v] [vv] [^] [^]

Detailed Report – list of incidents for the school selected  
 Select the Available Action Type by moving to right window – can be some or all

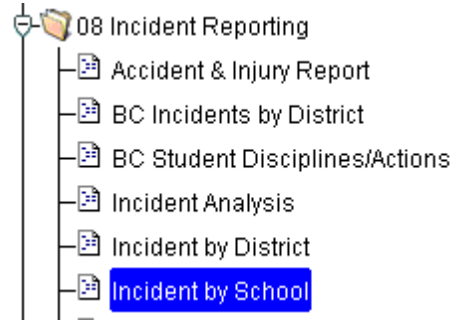
## SAMPLE OF REPORT

Student Name	Pupil No.	Incident/Offence	Action Type	Violent	Action From	Action To	Days	Homeroom	Age	Gen. Gr.
Botochar, Jacob	508726	Bullying	Detention Office	N	15-SEP-2008	15-SEP-2008	1	DIV-07	8	M 01
Botochar, Jacob	508726	Misuse of Equipment	Detention Office	N	11-FEB-2009	11-FEB-2009	1	DIV-07	8	M 01
Botochar, Jacob	508726	Theft	Detention Office	N	03-MAR-2009	03-MAR-2009	1	DIV-07	8	M 01
Botochar, Jacob	508726	Fighting	Detention Office	N	15-OCT-2008	15-OCT-2008	1	DIV-07	8	M 01
Brazeau, Christopher	272313	Fighting	Detention Office	N	05-DEC-2008	08-DEC-2008	2	DIV-03	10	M 05
Brazeau, Christopher	272313	Fighting	Detention Office	Y	15-JAN-2009	15-JAN-2009	1	DIV-03	10	M 05
Brazeau, Christopher	272313	Fighting	Detention Office	Y	10-NOV-2008	10-NOV-2008	1	DIV-03	10	M 05



# Incident by School

1. Select Reports Icon and 08 Incident by School
2. Select BC Student Disciplines/Actions
3. Complete the Parameters Screen:



**Report Title**

Incident by School

Year

What Month?

Select the Year and Month for the report which only gives a report for one month

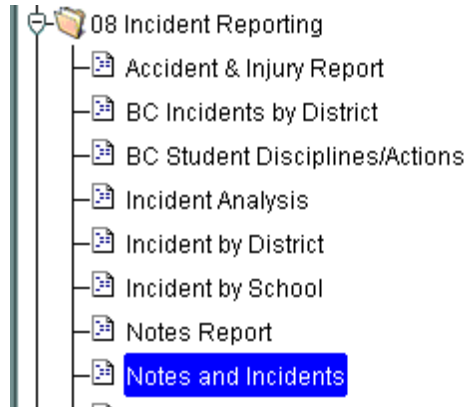
## SAMPLE OF REPORT

SCH450R v4.0.11		Kamloops/Thompson		Page: 1
		<b>Incident by School</b>		Run Date: 23-APR-2009 07:58 PM
Date	School	Reason	Incidents	
08-SEP-08	Westmount Elementary	Dangerous behaviour	1	
	<b>Student Name:</b> Mohammed Ali, Messiah	<b>Narrative:</b> unsafe, disobedient		
12-SEP-08	Westmount Elementary	Disobedience	1	
	<b>Student Name:</b> Mohammed Ali, Messiah	<b>Narrative:</b> unsafe, disobedient, disrespectful		
14-SEP-08	Westmount Elementary	Bullying	1	
	<b>Student Name:</b> Botchar, Jacob	<b>Narrative:</b> dispute - hands around neck, kicked in groin; no remorse		

# Notes and Incidents

1. Select Reports Icon and 08 Incident by School
2. Select Notes and Incidents
3. Complete the Parameters Screen:

This report is the same at the Student Incident History above but it creates a report for all the students included in the Extract Criteria .



## SAMPLE OF REPORT

### NOTES

#### STUDENT INCIDENTS

Incident Group # :	211901	# of Actions :	1
Infraction Date :	06-APR-09	Inc. Desc :	Dangerous behaviour
		School :	Westmount Elementary
First Day:	06-APR-09	Action Type :	Detention Office
Length:	1	Motivation Type :	Relationship With Oth. Stu
Last Day:	06-APR-09	Parent Contact Date:	
Investigator & Id:	-	Investigated :	
Contacted:			
Narrative:	Dispute with Dylan - threw rocks in anger		
Interview Date:		Disposition Type :	
Int. Narrative :			
Incident Group # :	211903	# of Actions :	1
Infraction Date :	05-APR-09	Inc. Desc :	Fighting
		School :	Westmount Elementary
First Day:	06-APR-09	Action Type :	Detention Office
Length:	1	Motivation Type :	Relationship With Oth. Stu
Last Day:	06-APR-09	Parent Contact Date:	
Investigator & Id:	-	Investigated :	
Contacted:			
Narrative:	dispute with Jarod - pushing, name calling, fighting		
Interview Date:		Disposition Type :	
Int. Narrative :			
Incident Group # :	211944	# of Actions :	1
Infraction Date :	24-FEB-09	Inc. Desc :	Fighting
		School :	Westmount Elementary

One page report for each student in the extract.