



## Access

<https://incidents.educatorshandbook.com>

If you don't know your password, never set a password, or your invitation link has expired, click **Set a New Password**, and follow the instructions to gain access.

If you encounter an "Account not found" error message, please contact the school administration.



## Reporting Incidents

*Incident Type.* Select **Office Referral** if you are referring a student to the administration, or **Minor Incident** if you are documenting an action that you have taken directly.

*Date/Time.* The date and time of the incident.

*Location.* The place the incident occurred.

*Subject.* The academic subject being taught when the incident occurred.

*Arrangement.* The instructional arrangement the student was in at the time of the incident.

*Offense.* The behavior that violated school or classroom rules. If there was more than one offense, choose the most severe and add the others as secondary offenses using the offender menu.

*Description.* A description of the incident including: record of parent contact, steps or interventions taken to change the behavior prior to writing the referral, and other pertinent information.

*Offender(s).* The student(s) who committed the offense. If recording a minor incident, you will be required to provide the action taken for each offender. You can add optional properties to each offender by clicking the menu button to the right of the student's name.

## Important Tips

- Enter the date and time the incident occurred, as opposed to the date and time the incident was entered.
- Only create multi-offender incidents when two or more students are involved in the same incident (e.g. a fight), not for two or more offenders separately engaged in the same offense (e.g. skipping).
- Same common sense used when writing paper referrals applies to electronic referrals (i.e. expect everything you document in *EducatorsHandbook.com* will be read by a parent or attorney).
- You cannot edit incidents once they are saved. Contact an administrator if there is an error.



## Resources

Additional information is available at the *EducatorsHandbook.com* resource center. Please take a few minutes to view the brief demonstration videos there.

**<http://www.educatorshandbook.com/resources/>**

Get help by sending an email to [support@educatorshandbook.com](mailto:support@educatorshandbook.com).