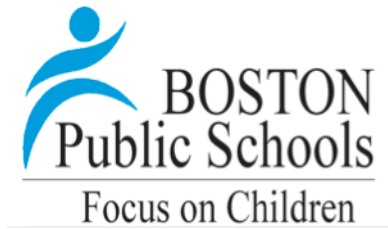


Submitting Student Conduct Incidents



Note: Before using this process, speak with your school principal/headmaster to determine if your school will be using this process.

Enable the Tasks Widget

1. Click on **Set Preferences** on the upper right side of the SIS
2. Click on the **Home** tab.
3. Check off the **Tasks** widget and click OK
4. The “Tasks” widget will now appear on your home screen under the announcements widget.

Submit a Conduct Task

1. In the **Tasks** widget, click *Initiate*
2. Click on “Selection” to choose the student(s) involved in the incident and then click *Next*
3. Enter the **Victim** if applicable.
4. Record the incident date & time
5. Enter the incident code by typing in the text box or by clicking on the magnifying glass to see a list of available codes. Note: If you click on the magnifying glass, the codes are divided into folders and you can view individual incident codes by click on the folder icons.
6. Enter the location, whether there was an injury involved, and the severity of the incident.
7. Describe the incident in the description box. The description box will become a part of the student’s conduct record so it is important that the description field does not contain inappropriate language or the full names of other involved students.
8. Click **Next** to see a confirmation of your report and click **Finish** to submit the report. The conduct report will be submitted to your school’s administrative team and you can view the status of the report by changing the drop down on the tasks widget from “Open Tasks” to “Closed Tasks” and clicking on your incident.