



## Access

<https://incidents.educatorshandbook.com>

Username is your full email address.

If you don't know your password, never set a password, or your invitation link has expired, visit the login form, click the "Can't access your account?" link, and follow the directions to gain access.

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



## Composing 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 behavior occurred.

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

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

*Offense.* The behavior that resulted in the referral. If there was more than one offense, choose the most severe and list the others in the description box.

*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 or students who committed the offense. If recording a minor incident, you will be required to provide the action taken for each offender.

## 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 about the Reports, Rosters, and Calendar features 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 clicking the help link and sending an email to **[support@educatorshandbook.com](mailto:support@educatorshandbook.com)**.