



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**.