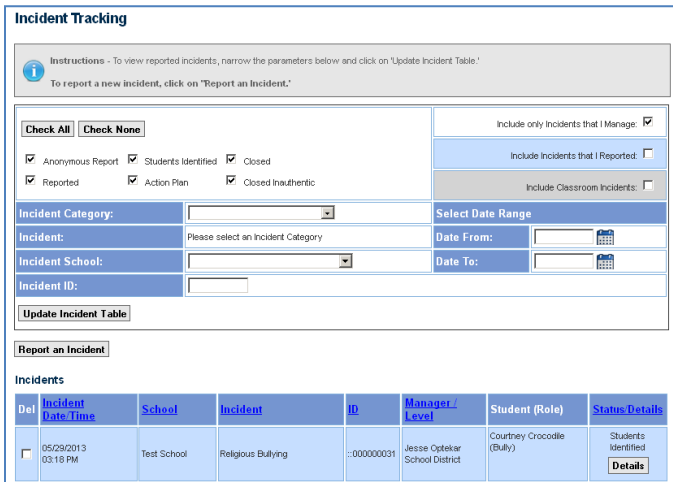


## Student Incident Referral System (SIRS) Teacher Quick Reference Card

Sign onto EASI: <https://go8.pcgeducation.com/newcpss>  
Click **Incidents** from the Main Menu.

### INCIDENT TRACKING: *Find incidents and referrals*



**Incident Tracking**

Instructions - To view reported incidents, narrow the parameters below and click on "Update Incident Table."  
To report a new incident, click on "Report an Incident."

**Check All** **Check None**

☒ Anonymous Report ☒ Students Identified ☒ Closed  
☒ Reported ☒ Action Plan ☒ Closed Inauthentic

Include only incidents that I Manage: ☒  
Include incidents that I Reported: ☐  
Include Classroom Incidents: ☐

Incident Category:  Select Date Range:

Incident: Please select an Incident Category:  Date From:

Incident School:  Date To:

Incident ID:

**Update Incident Table**

**Report an Incident**

Def	Incident Date/Time	School	Incident	ID	Manager Level	Student (Role)	Status/Details
<input type="checkbox"/>	05/29/2013 03:18 PM	Test School	Religious Bullying	0000000031	Jesse Optekar School District	Courtney Crocodile (Bully)	Students Identified <b>Details</b>

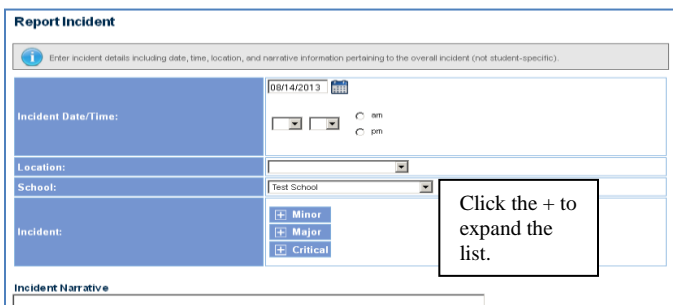
- Create Incident List: You can filter by any of the variables to create a list of incidents to view
- Click **Update Incident Table** to refresh the list
- Sort the incident list by clicking on column headings

### View or Modify Incident Details

- Click **Details** button for the incident you wish to view or work on

### REPORTING INCIDENTS

- Click from the Incident Tracking **Report an Incident** page
- Enter incident date/time, location, school. Select an incident category and add a narrative.



**Report Incident**

Enter incident details including date, time, location, and narrative information pertaining to the overall incident (not student-specific).

Incident Date/Time: 08/14/2013

Location:

School:

Incident:

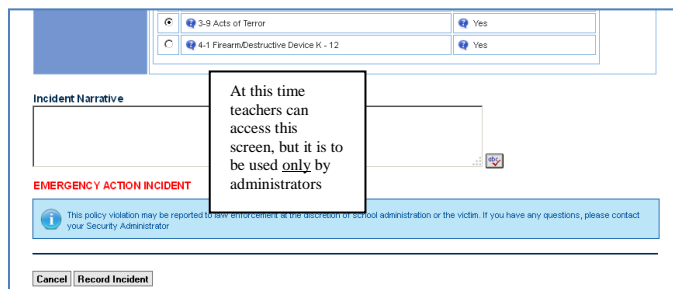
Incident Narrative:

Click the + to expand the list.

- Using the mouse-over will give you additional information about each incident type

Sel	Incident	Emergency Action Required
<input type="radio"/>	1-1 Student engages in repeated or high-intensity failure to respond to adult request.	
<input type="radio"/>	1-1 Student engages in repeated or high-intensity failure to respond to adult request.	
<input type="radio"/>	1-3 School/Class Attendance	No

**(Admin Only)** Selecting a Critical Incident will prompt you with any Emergency Action required.



At this time teachers can access this screen, but it is to be used **only** by administrators

**EMERGENCY ACTION INCIDENT**

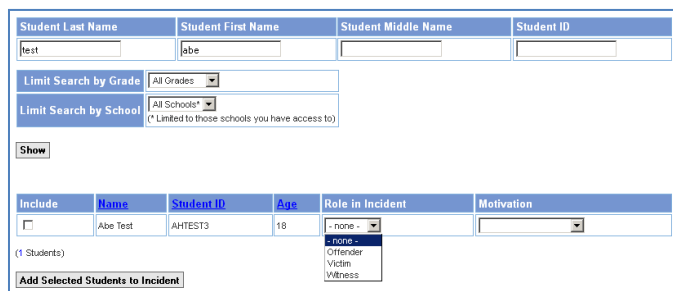
This policy violation may be reported to your administrator or the administrator for school administration or the victim. If you have any questions, please contact your Security Administrator

**Cancel** **Record Incident**

- Click **Record Incident** to record the incident and move to the next step

### Add Students Involved to an Incident

- After you Record an Incident, you can add students by clicking **Add Student**
- Enter student search criteria and click **Show**



Student Last Name	Student First Name	Student Middle Name	Student ID
test	jabe		

Limit Search by Grade:

Limit Search by School:

**Show**

Include	Name	Student ID	Age	Role in Incident	Motivation
<input type="checkbox"/>	Abe Test	AHTEST3	18	<input type="text"/>	<input type="text"/>

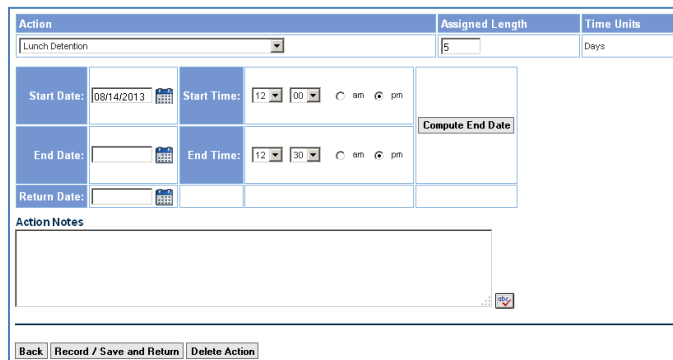
(1 Students)

**Add Selected Students to Incident**

- Click **Show** button and click **Include** for all students involved in the incident
- Enter their Role and Motivation
- Click **Add Selected Students to Incident**
- Click **Save and Continue**

### Add an Action

- After adding a student, you have the ability to enter any action taken at the time of the incident
- Click **Add Action** under the student's name



**Action**

Lunch Detention

Assigned Length:  Time Units:

Start Date: 08/14/2013  Start Time: 12:00

End Date:  End Time: 12:30

Return Date:

**Compute End Date**

**Action Notes**

**Back** **Record / Save and Return** **Delete Action**

- Select the desired action from the drop-down list

### Add an Action (continued)

- Enter assigned length (if applicable), start/end date and time information
- Press **Compute End Date** (if applicable)
- If not a suspension **Action Notes** will appear. **Any information entered here will print on Parent Document.**

- Click **Record / Save and Return**

### Add Staff Involved to an Incident

- Click **Add Staff to Incident**

**Instruction** - Add staff members directly involved in the incident.

☐ Jesse Principal Test  
☒ Search for Staff

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Show**

**Back** **Save** **Add and Return**

- Select your own name or **Search for Staff**
- Click **Select** next to the staff member you wish to add.

**Staff Involved in Incident**

Del:	Name:	Title:	Role in Incident:
<input type="checkbox"/>	Megan Adam	Teacher - Special Programs	Witness <input type="button" value="v"/>

**Save** **Add Staff to Incident** **Delete Selected Staff**

- Select a Role in Incident for the staff person added
- Click **Save**
- Click **Add and Return**
- 

### Add Others Involved to an Incident (individuals that are not WCPSS student or employee)

- Click **Add Other** to Incident

Is the person a member of another school district? ☐ Yes ☒ No

Last Name	First Name	Middle Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Race**

☐ Black  
☐ American Indian/Alaskan  
☐ Multi-Racial  
☐ Asian/Pacific Islander  
☐ Hispanic  
☐ White  
☐ Unknown  
☐ Native Hawaiian or Other Pacific Islander

**Date of Birth:**

**Back** **Add** **Add and Return**

- Enter the individual's last and first name (**Race and Date of Birth are not necessary**)
- Click **Add and Return**

### Generate Documents

- Click the **Create Incident Document** button (This document may be used as parent notification for non-suspendable offenses.) **Save** **Add Action** **Create Incident Document**
- Click the desired Document Type to open and print.

**Student: Cora Test**

<b>ID:</b>	009CODETEST	<b>DOB:</b>	09/22/1999	<b>Role in Incident:</b>	
<b>Special Ed:</b>	No	<b>504:</b>	No	<b>Motivation:</b>	

**Action:** After-School Detention **Responsible:** Becki Teacher Test **Details**

**Incident Documents for Cora Test**

Date/Time Generated	Document Type	Created By	School Year	Status
2013-08-20 13:16:00	<b>Student Incident Document</b>	Becki Teacher Test	2013	Final

### Refer Incident to Another Incident Manager

- To refer the incident to another user, click **Refer**

**Show Incident Manager History**

**Current Incident Manager:** Jesse Principal Test **Title:**

**Date Assigned to Incident:** 08/14/2013

☐ School Referral Level ☒ Classroom Referral Level

**School Admin.**

**Teachers, Counselors, etc.**

**Show List of Possible Incident Managers**

- Choose the Referral Level.
- Click **Show List of Possible Incident Manager**
- Select New Manager
- Specific comments to new Incident Manager may be recorded on the **Change Notes** box.
- Click **Change Incident Manager and Return**

### Close an Incident

- From the Incident Details page, review the incident data and make any necessary changes

**Save** **Refer** **Return to Main Incident Page** **Close Incident**

- Click **Close Incident** when finished