



Updated: October 26, 2021

Instructions on how to enter an incident report in PowerSchool

1. Log-in to the **Admin side of PowerSchool**. <https://www.acsosis.org/admin/>
2. Once logged in, click on the **Special Functions** link

The screenshot displays the PowerSchool SIS interface. On the left, a navigation menu lists various functions, with 'Special Functions' highlighted in yellow. The main area is titled 'Start Page' and features a search bar with 'Students' and 'All' dropdowns. Below the search bar is a grade level filter showing options from -5 to 13, plus 'F', 'M', and 'All'. A 'Current Student Selection (0)' section contains a message box stating 'There are no search results.' and two buttons: 'Select By Hand' and 'Select Function'.

3. Next click on **Incident Management** link

PowerSchool SIS

Start Page > Special Functions

Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Custom Standards Reports	Custom Standards Reports.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Health Management	Access and view student health records.
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search Attachments	Searches Student Attachments
Search By GPA	Searches students by GPA.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

Functions

- Attendance
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks
- PSCB Custom Reports
- Search Reports
- sqlReports

People

- Student Search
- Staff Search
- Enroll New Student
- New Staff Entry

Setup

- District
- System
- Personalize
- MySchoolBucks Plugin

4. Click on the arrow down icon and select **Create Detailed Incident**.

PowerSchool SIS MBA MBA Support JD

Start Page > Incident Management District Office 21-22 Year

Incident Management

Custom Date Range Current Calendar Year 1/1/2021 to 10/1/2021

Incident Element Custom

Please customize your elements view

ID =

[Create Incident](#)
[Create Incident](#)
[Create Quick Incident](#)
[Create Detailed Incident](#)

[Clear](#) [Apply](#)

1-10 of 103 Incidents

<input type="checkbox"/>	ID	Title	Incident Type	Incident Date	Incident Location	School
<input type="checkbox"/>	17003	OSS - Physical Agression	STATE REPORTABLE^	6/9/2021 11:40 AM	CLASSROOM^	Cornwall Elementary School
<input type="checkbox"/>	16995	Skipping School	STATE REPORTABLE^	6/8/2021 08:30 AM	OTHER^	Middlebury Union Middle School
<input type="checkbox"/>	16996	Skipping School	STATE REPORTABLE^	6/8/2021 08:30 AM	OTHER^	Middlebury Union Middle School
<input type="checkbox"/>	16997	Inappropriate Language/Defiance	STATE REPORTABLE^	6/4/2021 11:15 AM	CLASSROOM^	Middlebury Union Middle School
<input type="checkbox"/>	16990	Disruption	Not Reportable Discipline	6/3/2021 02:30 PM	CLASSROOM^	Middlebury Union Middle School
<input type="checkbox"/>	16991	Disruption	Not Reportable Discipline	6/3/2021 02:30 PM	CLASSROOM^	Middlebury Union Middle School
<input type="checkbox"/>	16992	Disruption	Not Reportable Discipline	6/3/2021 02:30 PM	CLASSROOM^	Middlebury Union Middle School
<input type="checkbox"/>	16993	Disruption	Not Reportable Discipline	6/3/2021 02:30 PM	CLASSROOM^	Middlebury Union Middle School
<input type="checkbox"/>	16994	Disruption	Not Reportable Discipline	6/3/2021 02:30 PM	CLASSROOM^	Middlebury Union Middle School
<input type="checkbox"/>	17045	Bullying	STATE REPORTABLE^	6/3/2021 01:10 PM	CLASSROOM^	Mary Hogan Elementary School

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[Download](#)

Update Current Selection

Select Participants with These Roles

Any Role Offender Reporter Victim Witness

[Add to Current Selection](#) [Set Current Selection](#)

5. Complete the incident detail information. Fill in each of these fields (the school dropdown will not show up if you are completing this at your school level). **Incident type** and **time frame** have drop downs with the options that were given from the State.

Incident Detail

[Change History](#)

▼ Incident Description	
School	Middlebury Union High School
Incident Type	STATE REPORTABLE^
Incident Date	10/01/2021 Time: 08:08 AM
Time Frame	DURING PASSING^
512 characters left	
Title	Harassment
Description	Harassment
Location	HALLWAY/STAIRS^
512 characters left	
Location Description	English Wing
Prepared By	JD
Financial Impact (\$)	

6. On the **Incident Builder** box, click on the green + icon to add participants to the incident. Participants include **Reporter(s)**, **Victim(s)**, **Offender(s)**, and **Witnesses**.

▼ Incident Builder	
Participants	
Reporters	
Victims	

7. Search the participant's **last name**. Under *type* you have the option to pick **students**, **staff** or **other**. Once you have entered a last name and click search, the results will be displayed at the bottom. Select the name of the student/staff and click the **Add** button.

Search for Student, Staff, or Other Participants ✕

Search Filter

Last Name:

Type:

Grade Level:

Only Active


Context:


Results

Type	First	Middle	Last	School	Gr	Gen
				Mary Hogan Elementary School	6	M
				Middlebury Union Middle School	8	M
				Middlebury Union Middle School	8	M



10 << first < prev 1 next > last >>

8. Once the participants have been added, select the role and add the **participant attributes**. This needs to be completed for all participants.


Select Role(s) 

Offender Attending Student 

512 characters left


 Update Participant Attributes 

Update Participant Attributes

OFFENDER TYPE^ 


Attending Student

512 characters left

INJURY^ 


NO INJURY^

512 characters left

LEP 


No



512 characters left

IEP^ 

Yes^





512 characters left

OFFENDER DISABILITY^ 

 Update Participant Attributes 

9. On the **Incident Elements** box, click on the green + icon select **Add Action**. Fill in the highlighted field then click **Add Action**.

Incident Elements	
Type	Description

- Add Action 
- Add Object 
- Add Behavior 
- Add Attribute 

Update Action ✕



Action Code SUSPENSION - IN SCHOOL^

1 DAY^ ▼


Action Code Comment 1.5 day of ISS

498 characters left

Action Date Range

Begin Date	End Date
09/23/2021 	09/24/2021 

Action Taken Detail

Actual Resolution Date MM/DD/YYYY 

Duration Code 1.5 Days ▼

512 characters left

Assigned Duration **Actual Duration** 1.5

Duration Notes

Action Change Reason

Action Change Code ▼

512 characters left

Action Attributes


Cancel Update Action





10. Next Select the **Action Attributes**. Please make sure to fill all this up as these are required fields for the state reports.

Action Attributes	
RECEIVED EXPULSION SERVICES^	No ▾
	512 characters left
RESTRAINT^	PHYSICAL^ ▾
	512 characters left
SECLUSION^	Yes ▾
	512 characters left
SUSPENSION for GUN POSSESSION REDUCED^	No ▾

[Cancel](#) [Add Action](#)

11. Click the green + icon next to **Incident Elements** and choose **Add Behavior** and fill out that information. Depending on the behavior, you may have more than one entry for this option. **Make sure to choose "Primary Behavior" for one of the behaviors.**

Incident Elements	
Type	Description
Action 	SUSPENSION - IN SCHOOL^ - 1 DAY^

- Add Action 
- Add Object 
- Add Behavior 
- Add Attribute 

Add Behavior

Behavior Code

Primary Behavior

Allegation

12. Select the **Behavior Code** and check whether the behavior is a *Primary Behavior* or an *Allegation*. Click **Add Behavior**.

Add Behavior

Behavior Code

Primary Behavior

Allegation

- HARASSMENT^
- School Conduct/Policy Violation
- HAZING^
- WEAPONS POSSESSION^
- BULLYING^
- ALCOHOL SALE OR USE (POSSESSION OR DISTRIBUTION)^
- ARSON^
- ASSAULT/BATTERY/MAIMING^
- BURGLARY/B+E/THEFT/LARCENY^
- DANGER TO SELF/DANGER TO OTHERS^
- DISORDERLY CONDUCT^
- DOMESTIC ASSAULT (SIMPLE OR AGGRAVATED)^
- DRUGS OTHER THAN ALCOHOL/TOBACCO (DISTRIBUTION)^
- FIGHTING^
- HOMICIDE^
- KIDNAPPING^
- LEWD/LASCIVIOUS CONDUCT (WITH ADULT OR A CHILD)^
- PROPERTY DAMAGE^
- ROBBERY (TAKING OF THINGS BY FORCE)^

13. Now we can add **Incident attributes**. Click on the green + icon again and select **Add Attributes**.

Add Attributes

ADMIN VERIFIED[^]

No[^]

Yes[^]

HARASSMENT CATEGORY[^]

COLOR-RELATED[^]

CREED-RELATED[^]

DISABILITY-RELATED[^]

MARITAL STATUS-RELATED[^]

NATIONAL ORIGIN-RELATED[^]

RACE-RELATED[^]

GENDER-RELATED[^]

SEXUAL ORIENTATION-RELATED[^]

OTHER-RELATED[^]

GENDER IDENTITY-RELATED[^]

CRIMINAL OFFENSE[^]

Add Attributes

CRIMINAL OFFENSE[^]

No[^]

Yes[^]

DRUG[^]

NO DRUG INVOLVED[^]

ALCOHOL[^]

CANNIBIS (MARIJUANA)[^]

OVER THE COUNTER MEDICATION[^]

TOBACCO[^]

OTHER (LIST)[^]

VIOLENCE RELATED[^]

No[^]

Yes[^]

WEAPON[^]

NO WEAPON[^]

Add Attributes ✕

OFFENSE CATEGORY (CRDC)^

- Rape or attempted rape^
- Sexual assault (other than rape)^
- Robbery with a weapon^
- Robbery with a firearm/explosive device^
- Robbery without a weapon^
- Physical attack/fight with a weapon^
- Physical attack/fight with firearm/explosive^
- Physical attack/fight without a weapon^
- Threats of physical attack with a weapon^
- Threats of physical attack w/ firearm/explosive^
- Threats of physical attack without a weapon^
- Possession of a firearm/explosive device^

Internet Related

- No

14. Once the Incident element is complete, **click, hold** and **drag** the incident Element **Behavior** and **Action** over to the offender so they show under the **Offenders** name. This will associate the action attribute with the offender participant.

Offenders

↳ SUSPENSION - IN SCHOOL^ - 1 DAY^ 👤

[1] HARASSMENT^ ★

✎ 🇺🇸 🏠

15. Once the action and behavior were associated with the offender, click on the **Submit Incident Button** on the lower right corner of your screen. Please reach out to Jasmin @ jdoty@acsdvt.org / ext 1111 if you have any questions or need clarification.