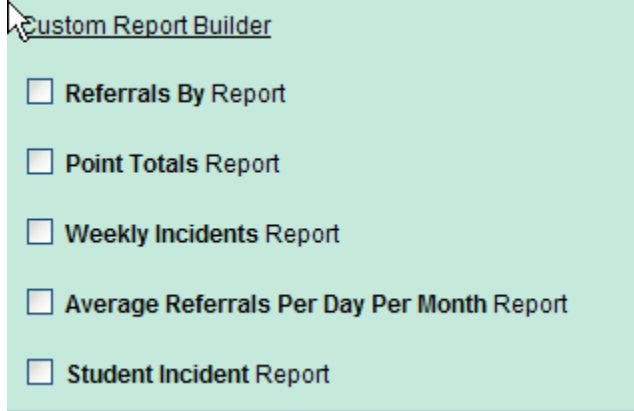


GRANT WOOD AEA BEHAVIOR MANAGEMENT REPORTS

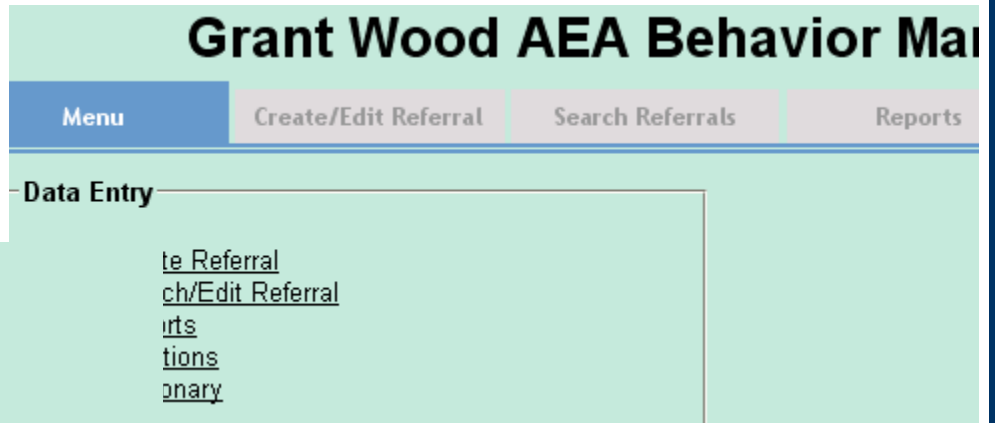
Purpose: Administration – Instructions on using the reports of the Behavior Management program.

To access the reports on the program click on the Reports link under Data Entry or click on the Reports tab.

Clicking on the Reports Link will display the following options:



- Referrals By Report
- Point Totals Report
- Weekly Incidents Report
- Average Referrals Per Day Per Month Report
- Student Incident Report



Grant Wood AEA Behavior Management

Menu | Create/Edit Referral | Search Referrals | Reports

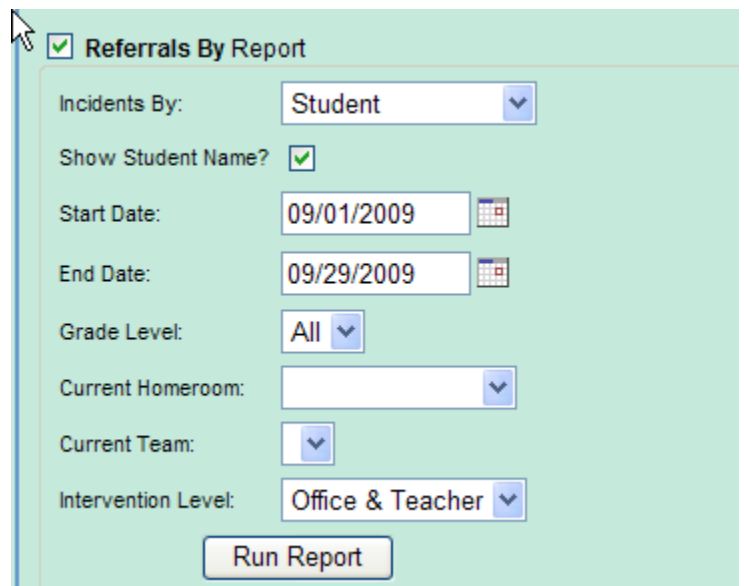
Data Entry

- Create Referral
- Edit Referral
- Reports
- Point Totals
- Weekly Incidents
- Average Referrals Per Day Per Month
- Student Incident Report

Here is a brief description of these reports:

Referrals by Report – This report allows you to view Incidents by Student, Location, Time, Problem Behavior, etc. for a specific Date Range, etc. Here is a sample setup screen:

Clicking Run Report will produce this report.



Referrals By Report

Incidents By:

Show Student Name?

Start Date:

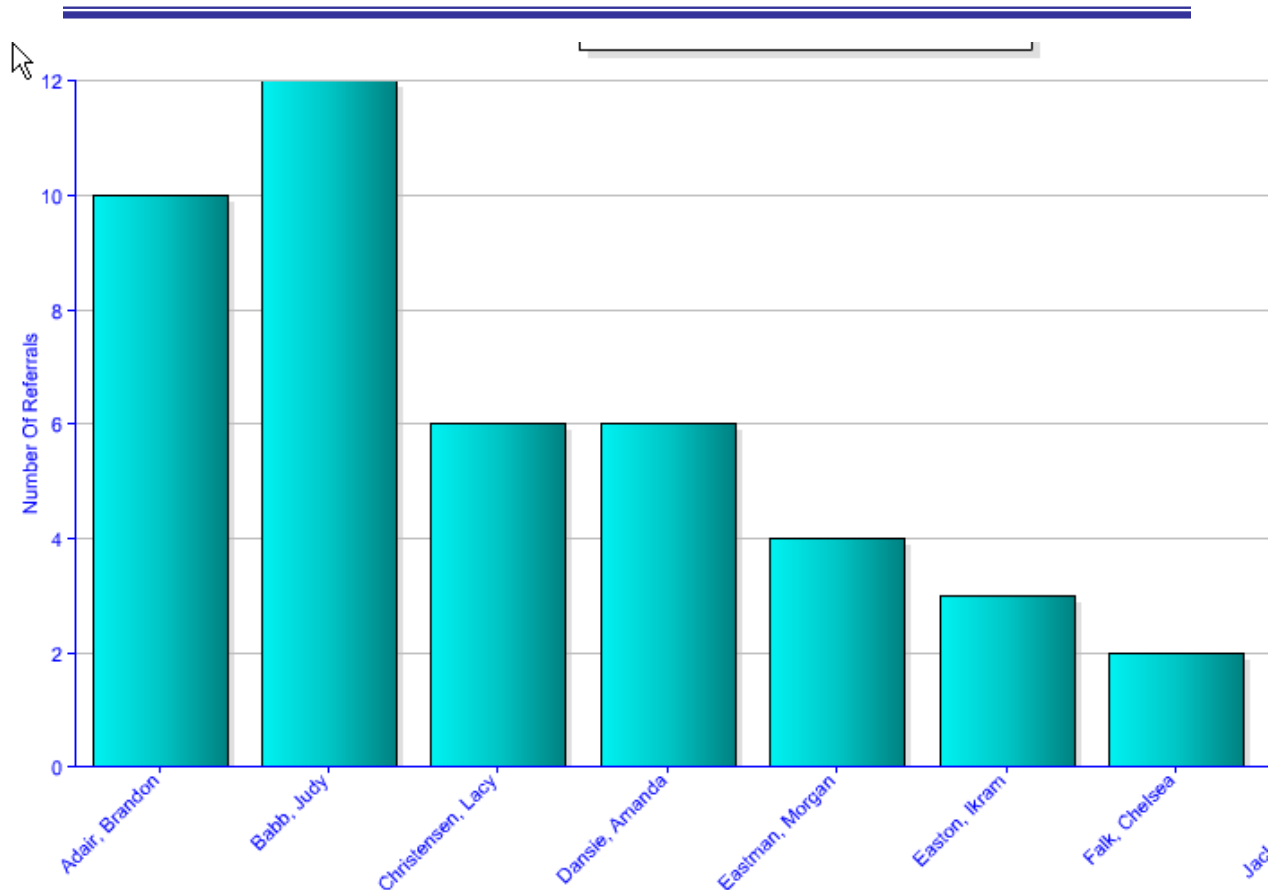
End Date:

Grade Level:

Current Homeroom:

Current Team:

Intervention Level:



- Hovering over any bar – will provide you with the students name and the actual number of referrals they have within that time frame. It is optional to display the Student Number Vs the Student Name along the bottom of the Graph.
- The report displayed above, is by Student. The other options provide a similar report format with of course a little different view represented on the graph.

Points Total Report - For Schools utilizing a Point system to track Discipline Incidents, history, etc. this report should prove to be a helpful tool. Administrators can assign a point value to the various incidents. In addition, they can deduct points by entering a negative value for things such as Saturday School. **The report can be setup to include all students with at least 1 point, or put in a point cutoff where only students with X number of points or above are included.**

Here is a sample setup screen:

Point Totals Report

Start Date: 09/01/2009

End Date: 09/29/2009

Grade Level: All

Current Homeroom: [Dropdown]

Current Team: [Dropdown]

Intervention Level: Office & Teacher

How Many Points? 3

Run Report



Here is a sample of what the report will look like:

GWAEA Demo Site
Apple Grove High School 1
Point Totals Report
Incidents Between 09/01/2009 and 09/29/2009 and at least 3 total points

Student Id	Student Name	Grade	Points	Inc Date	Admin	Behavior	Admin Desc
99999999	Adair, Brandon	12					
			3	09/18/2009	Neilly, Bob	Arson	Detention
			2	09/24/2009	Broghammer, Deb	Arson	Letter Sent
			1	09/25/2009	Edwards, Karrie	Dress code violation	Letter Sent
Total Points:			6				

11111111	Babb, Judy	12					
			2	09/09/2009	Accatino, Steve	Abusive / inappropriate language - profanity	Detention
			3	09/18/2009	Neilly, Bob	Arson	Detention
			3	09/21/2009	Brousard, Dave	Harassment / Bullying	Detention
			-1	09/21/2009	Neilly, Bob	Not Applicable	Saturday Suc
Total Points:			7				

As you can see, the report provides a running tally of a Student's Discipline for a specified date range.

Weekly Incidents Report – This report allows Schools to track Discipline Incidents in weekly segments. Providing this type of view can allow schools to visually identify specific weeks where Discipline Incidents seem to be on the upswing.

Here is a sample of the Setup Screen:

Here is a sample of what the report will generate:

Weekly Incidents Report

Start Date: 09/01/2009

End Date: 09/29/2009

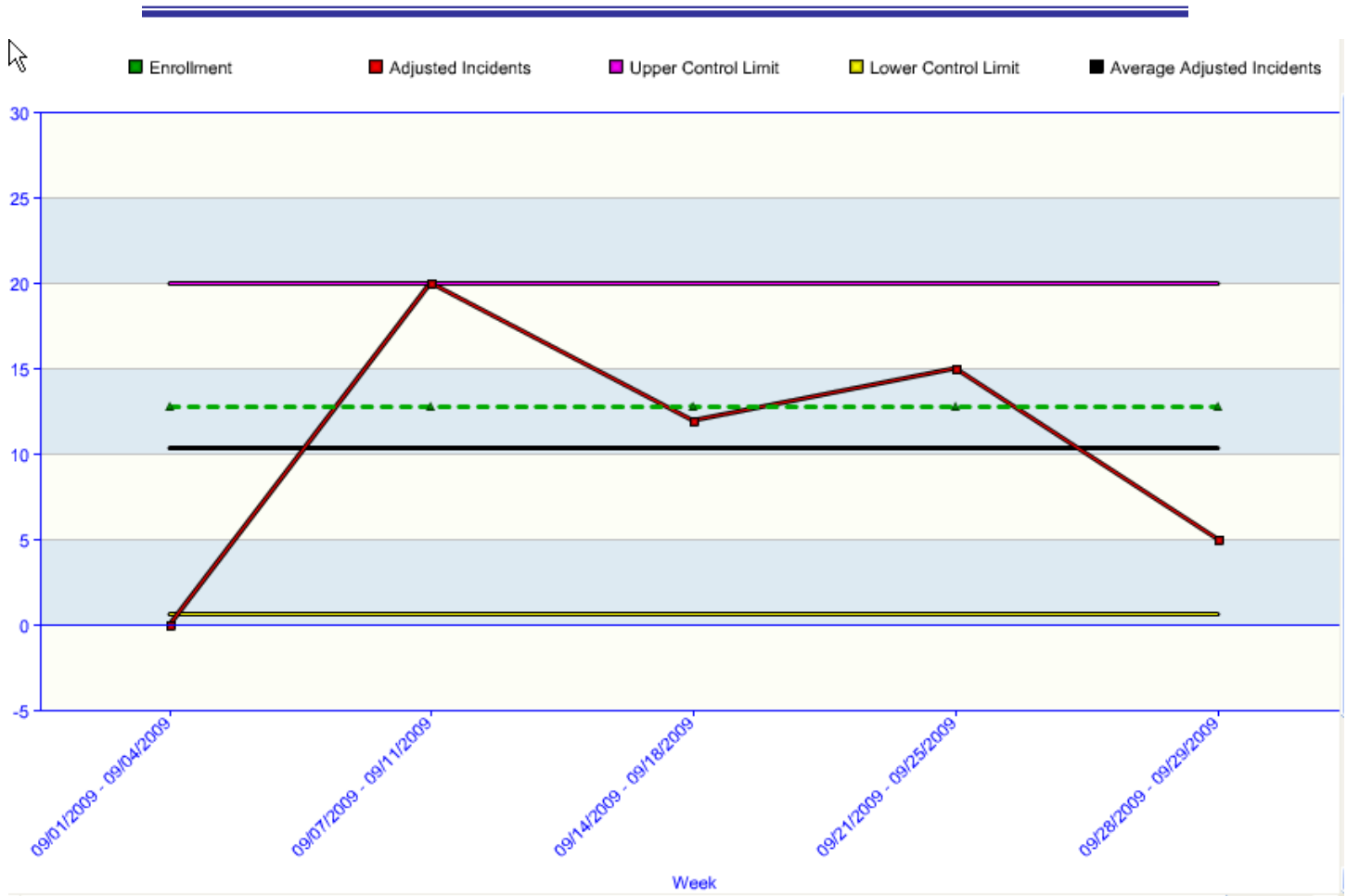
Grade Level: All

Current Homeroom:

Current Team:

Intervention Level: Office & Teacher

Run Report



As you can see, the week of 9/7/2009 – 9/11/2009 was a very busy week in terms of Discipline.

Average Referrals Per Day Per Month Report -

As the name states, the average number of referrals is calculated and adjusted by the number of School Days in the Month.

Here is a sample Setup Screen – followed by the Report

Average Referrals Per Day Per Month Report

Start Date: 08/24/2009

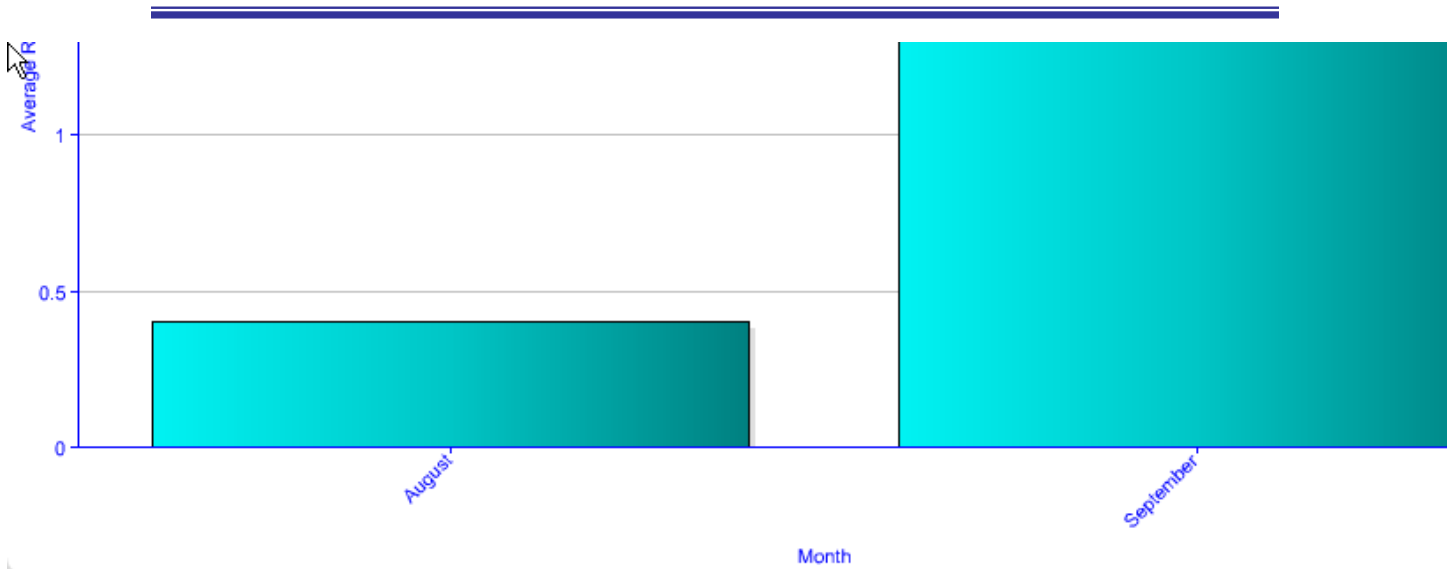
End Date: 09/29/2009

Grade Level: All

Current Homeroom:

Current Team:

Intervention Level: Office & Teacher



School Year	Month	Days Count	Referral Count	Avg Referrals
2009-2010	August	5	2	0.40
2009-2010	September	21	49	2.33
Totals		26	51	

Summary information is provided below the graph, indicating the day and referral counts and then the average. In addition, users may hover over the month to see the Average Number of Referrals per day.

Student Incident Report – This report allows users to print a hard copy of Incident Reports that have been entered. Users can select:

The options provided should meet a variety of user needs, be it a hard copy of one Incident, or a quick Report on all of the Incidents a student was involved in, etc.

Here is a sample setup screen with a Date Range of One Day and printing One Incident per Page

The report provides the user with snapshot of that Incident Entry

Student Incident Report

Select 1 or More Students:

- All Students
- Adair, Brandon (9999999999)
- Babb, Judy (1111111111)
- Christensen, Lacy (2222222222)
- Dansie, Amanda (3333333333)
- Eastman, Morgan (4444444444)
- Easton, Ikram (5555555555)
- Falk, Chelsea (6666666666)
- Jackman, Kayci (7777777777)
- Tanner, Bengt (8888888888)

Start Date:

End Date:

Grade Level:

Current Homeroom:

Current Team:

Intervention Level:

Incidents Per Page: Multiple: One:



GWAEA Demo Site
Apple Grove High School 1
09/01/2009 - 09/28/2009

Eastman, Morgan (444444444)

Date: 09/28/09 Time: 0800 Grade: 10 IEP: N 504: N Behavior: Arson Location: Parking Lot
Referring Staff: Benson, JScott Administrator: Benson, JScott Admin Decision: Out of School Suspension Motivation: Obtain Adult Attention
Injury: Hearing: N TAP: N Charges: N Points: 0 Others Involved: Peers Report to State: N
Other Info: ar=hjk Admin Notes:

Date: 09/25/09 Time: 0830 Grade: 10 IEP: N 504: N Behavior: Defiance / Disrespect / Insubordination Location: Cafeteria
Referring Staff: Neilly, Bob Administrator: Coffman, Nancy Admin Decision: Parent Conference Motivation: Obtain Peer Attention
Injury: N Hearing: N TAP: N Charges: N Points: 0 Others Involved: Peers Report to State: Y
Removal Type: E Removal Reason: L Weapon Type: Unsafe School Choice: N Ed Services Provided: 1 Inc Number: 5
Other Info: Admin Notes:

Date: 09/18/09 Time: 1000 Grade: 10 IEP: N 504: N Behavior: Dress code violation Location: Hallway
Referring Staff: Adams, Mark Admin Decision: Motivation: Obtain Items
Injury: Hearing: TAP: Charges: Points: Others Involved: Peers Report to State: N
Other Info: Took clothes from another student. Admin Notes:

Date: 09/09/09 Time: 0845 Grade: 10 IEP: N 504: N Behavior: Bomb Threat / False Alarm Location: Hallway
Referring Staff: Benson, JScott Administrator: Brouard, Dave Admin Decision: IEP Meeting Motivation: Avoid task or activity
Injury: Y Hearing: Y TAP: Y Charges: Y Points: 2 Others Involved: Peers Report to State: Y
Removal Type: S Removal Reason: L Weapon Type: R Unsafe School Choice: Y Ed Services Provided: 2 Inc Number: 2
Other Info: 3 Admin Notes: 4

The most current entries are listed at the top.

GENERAL CHARACTERISTICS OF REPORTS

The reports described above possess many of the same characteristics.

- The ability to select a specific Grade Level
- Date Range the information to be included (several reports can cross years)
- Select a specific Home Room
- Select a specific Team