# Table of Contents

## Chapter 1  Incident Management

1a. Step 1: Creating a New Event ........................................ 04  
1b. Step 2: Adding Participants ...................................... 05  
1c. Step 3: Completing All Applicable Information ............. 07  
   - SCC Violation ..................................................... 08  
   - Alleged Employee Misconduct ............................... 12  
   - Personal Injury ............................................... 13  
   - Property Damage/Theft ................................... 15  
   - Vehicle Incident ............................................. 17  
   - Harassment/Threat .......................................... 18  
   - Reporting DCFS Involvement ............................. 19  
1d. Step 4: Saving, Submitting and Printing .................. 20  
   - Printing the Misconduct Report and Claim Letters .. 21  
1e. Tracking Student Interventions .............................. 22  

## Chapter 2  Student Expulsion

2a. Expulsion Referrals ............................................... 23  
2b. Expulsion Analytics ............................................ 26  

## Chapter 3  Reviewing Events

3a. Behavior Analytics ............................................. 28  
3b. Infraction Event Search .................................... 31  

## Chapter 4  Reports

4a. Using the Reports ............................................... 33  
4b. Report Descriptions .......................................... 34
Incident Management

Step 1: Creating a New Event

Verify.net is used to report and manage all incidents at a school, including student code of conduct (SCC) violations, alleged employee misconducts, injuries, property damage, vehicle accidents, and harassment/threat incidents. In order to create a new event, log in to Verify.net, go to Incident Management and select Infraction Event from the drop-down menu.

The first step in creating a new event is to fill out the Event Entry tab. Information entered in this tab provides a high-level overview of what occurred and will drive the subsequent tabs that need to be completed.
1. Click on the calendar and clock icons to enter the Event Date and Event Time.

2. Enter the Event Summary/School Response. Include all participant names and detail their involvement in the event. This field is for internal use only, providing in-depth detail here will minimize the time you spend responding to follow-up inquiries if the event requires assistance from Law, Risk, Investigations, or Safety and Security.

3. Select the Event Type(s); all event types that apply must be selected. A description of the additional information that will be entered for each event type is below.

- **Student SCC Violation**: Enter Student Code of Conduct Violations here.
- **Alleged Employee Misconduct**: Enter employee name and narrative here. Add victims and witnesses.
- **Personal Injury**: Enter victim injury claims, witness testimonies, and offender data here.
- **Property Damage or Theft**: Enter financial estimates of damaged or stolen items, including records, detail for lost/stolen computers, and add witnesses, victims, and offender data here.
- **Vehicle Damage**: Enter parties involved, capture offenders’ insurance information, vehicle make and models, and narrative here.
- **Harassment or Threat**: Enter victim injury claims, witness testimonies, and offender data here.

4. Indicate whether or not the event occurred Off Campus, select Yes or No.

5. Indicate whether or not the event was Sports Related, select Yes or No. If yes, an additional field will become available for you to indicate whether it was Intramural, Interscholastic, or Other.

6. Indicate whether or not Police Notified, select Yes or No. If yes, upload a copy of the police report to the event.

7. Indicate whether or not there was an Arrest, select Yes or No.

8. Indicate whether or not DCFS Notified, select Yes or No.

9. Indicate whether or not there was Sexual Abuse, select Yes or No.

10. Indicate whether or not this involved a Hate Crime, select Yes or No.

11. Indicate whether or not this involved Racial Discrimination, select Yes or No.

12. Indicate whether or not there was an Altercation Involved, select Yes or No. If yes, an additional field will become available for you to indicate the type of altercation involved in the event.

13. Indicate whether or not there was Weapons Involvement, select Yes or No. If yes, you will need to select the type of weapon used.

14. Indicate whether or not there was Vendor Caused Damage, select Yes or No. If yes, an additional field will become available where you can enter the Vendor name.

15. Choose one or multiple Reason(s) why this event occurred.

16. Choose one or multiple Location(s) where the event occurred.

17. Choose one or multiple Activities that happened when the event occurred.
Step 2: Adding Participants to the Event

The second step is filling out the **Participants tab**, you must add all participants involved, including victims, offenders, and witnesses.

**Figure 3. Participants Tab.**

Use the **Search** at the top of the screen to add student(s) or staff involved in the event. Double click or check the box next the the participants name and click the **Add Selected** button to add the student or staff to the **Participants** tab. Repeat as many times as necessary.

**Figure 4. Using Search to Add Students and Staff to the Event.**

If there was a family member, visitor, or other participant involved, click on the **Add Family Member/Visitor/Other** button. This will allow you to add participants who are not staffed at your school, only name and relationship are required. Once the family member/visitor/other information is filled out, click **Insert**.

**Figure 5. Adding Family Member/Visitor/Other to the event.**
Step 3: Completing All Applicable Information

The third step is to fill out all of the applicable tabs for the event. Tabs will become active based on the information you filled out in the Event Entry tab. In the example below, the SCC Violation tab and the Property Damage or Theft tab are active because those are the two event types that were selected; both of these tabs need to be filled out prior to submission.

Figure 6. Event Entry Tab.
**Student Code of Conduct (SCC) Violation Incident**

If there is an SCC Violation involved in the event you will need to select SCC Violation as an event type on the event entry tab and then fill out the information in the SCC Violation tab. In the SCC Violation tab you can enter multiple SCC violation codes, multiple student offenders, and write details about the event for each offender.

**Figure 7. SCC Violation Tab.**

---

1. After all the information has been entered in the Event Entry and Participant tabs you will need to click on the **SCC Violation** tab.

2. Select your student Offender from the **Selected Student** drop-down (this drop-down list includes the students you entered in the Participants tab).
3. Select the **Infraction Code** and **Severity**. Once you select the severity (1 is first time offense and 2 is a repeat offense).

![Infraction Code and Severity](image)

Note: Infraction codes are searchable by key terms, i.e. typing in “Fight” will filter all codes for the word fight for ease of use.

4. Click the **Save Infraction Code** button, this will attach the infraction code to the student and the infraction code will become grayed out. Additional SCC Codes can be added at this time by clicking on the **Add Additional Infraction Code** button and repeating the above steps.

![Additional Infraction Code](image)

5. **Infraction Date and Time** are auto populated based on data entered at on the event entry tab.
6. Use the drop-down to select the staff member that referred the student—**Referred By** and the staff member that completed the report—**Report Completed By**.
7. If there is any homework for this student you can note that in the **Homework Assigned By** textbox.
8. Select the **Type of Conference** that was held for this student. The conference types come from the CPS Student Code of Conduct Handbook. The conference type of Teacher/Student/Res/Adm can be used to indicate any combination of Teacher, Student, Resource and Administrator.
9. If a parent conference was held, select the date for the **Parent Conference** using the calendar icon.
10. Select any of the actions that apply for this student in the **Type of Action** options.
11. Complete the **OSS Suspension fields** if the student is receiving an out-of-school suspension and the **ISS Suspension fields** if the student is receiving an in-school suspension. Enter the number of **Days**, and the **Start Date** for the suspension. The **Return Date** will automatically populate based on your schools calendar. Suspensions entered in Verify will generate in-school or out-of-school suspension attendance codes in SIM for the respective attendance dates during nightly processing.

Note: If a student’s suspension dates are modified, the change should be made in Verify. The nightly attendance process will then correct the attendance codes in SIM.
12. Ensure that the Misconduct Narrative only includes the student’s name for the specific student misconduct you are completing. This narrative is included on the misconduct report and should not include any names other than the specific student you are working with.

13. Additional information, such as Notes, Police Report information PD R.D.#, or a Conclusion, can be added for this student. All of these fields are for internal use only; they will not be included in the misconduct report.

14. To complete the SCC violation form for this student, click the Save SCC button. This will attach the SCC information to the student and create a tab for the student.

15. You can enter an SCC Violation for another student by using the Copy tool (detailed instructions for using the copy tool can be found on page 11) or by clicking the Add Additional Student SCC button.

16. Supporting documents can be attached to the event at any time; there is an upload tool at the bottom of the page.
17. To assure you have all information filled out on the SCC Violation tab, you can click on the **Click to Check for Form Errors** link at the bottom of the page. This will notify you if there are any errors that need to be resolved. There is also a link to print the misconduct report at the bottom of the page, but this report will be blank until the event has been submitted.

18. Complete any other tabs that apply for this event, and then go to the **Submit Event** tab. Detailed instructions for submitting an event can be found on page 20.

**Using the Copy function on the SCC Violation tab**

1. Fill out the SCC Infraction form for the first student following the instructions in Step 3a.
2. To copy the information for another student, click on the copy icon below the **Selected Student** field.
3. Use the pop-up box to select the student(s) for whom you wish to copy the entered data. Hold down the CTRL key to select multiple students.
4. Click the **Update and Close** button after you have selected the student(s).

5. A new tab will appear for the student(s) you selected. Click on the pencil icon at the right of the page for the newly added student.
6. Modify the **Misconduct Narrative** so that the narrative is specific to this student. Edit any other fields that need to be modified for this student.
7. Click the **Update SCC** button at the bottom of the page when you are done editing the information for this student. Repeat for other students as necessary.
Alleged Employee Misconduct Incident

Principals and assistant principals are the only users at a school that have the ability to enter an Alleged Employee Misconduct. If there is an Alleged Employee Misconduct involved in the event you will need to select Alleged Employee Misconduct as an event type on the event entry tab and then fill out the information in the Employee Misconduct tab. Make sure to select Yes for DCFS Notified if a student was the victim of alleged employee misconduct in this event. In the Employee Misconduct tab you can assign roles to each participant (Victim/Injured Party, Witness/Reporter, Offender or N/A).

Figure 8. Alleged Employee Misconduct Tab.

1. After all the information has been entered in the Event Entry and Participant tabs you will need to click on the Employee Misconduct tab.
2. The participants you entered in the Participant tab will auto populate in the Employee Misconduct tab. Assign the appropriate Role to each participant. If a participant is labeled as a witness you can provide a witness testimony.
3. Supporting documents can be attached to the event at any time; there is an upload tool at the bottom of the page.
4. To assure you have all information filled out on the Employee Misconduct tab, you can click on the Click to Check for Form Errors link at the bottom of the page. This will notify you if there are any errors that need to be resolved.
5. Complete any other tabs that apply for this event, and then go to the Submit Event tab. Detailed instructions for submitting an event can be found on page 20.
**Personal Injury Incident**

If there is an injury involved in the event you will need to select Personal Injury/Medical as an event type on the event entry tab and then fill out the information in the Personal Injury/Medical tab. Make sure to select Yes for DCFS Notified if a student was the victim of abuse or neglect in this event. In the Personal Injury/Medical tab you can assign roles to each participant (Victim/Injured Party, Witness/Reporter, Offender or N/A) as well as injuries sustained and any medical action taken.

Figure 9. Personal Injury/Medical Tab.

1. After all the information has been entered in the Event Entry and Participant tabs you will need to click on the Personal Injury/Medical tab.
2. The participants you entered in the Participant tab will auto populate in the Personal Injury/Medical tab. Assign the appropriate Role to each participant. If a participant is labeled as a witness you can provide a witness testimony.

3. Check the box for the participant group(s) that sustained injuries. Select the participant, and then select the Injury Type and Body Part injured from the drop-downs. Once you have entered this information click Insert, this will attach the injury to the participant. You can add additional injuries by clicking on the Add Injury button.
4. If medical action was taken, click on the Add Medical Options button for the appropriate participant group(s). Select the injured party from the drop-down list, select all actions that apply and click Save Medical Option. Click on the Add Medical Options button again to add medical actions for additional participants if needed.

5. Supporting documents can be attached to the event at any time; there is an upload tool at the bottom of the page.

6. To assure you have all information filled out on the Personal Injury/Medical tab, you can click on the Click to Check for Form Errors link at the bottom of the page. This will notify you if there are any errors that need to be resolved.

7. Complete any other tabs that apply for this event, and then go to the Submit Event tab. Detailed instructions for submitting an event can be found on page 20.
**Property Damage or Theft Incident**

If there is an injury involved in the event you will need to select Property Damage/Theft as an event type on the event entry tab and then fill out the information in the Property Damage/Theft tab. In the Property Damage Theft tab you can assign roles to each participant (Victim/Injured Party, Witness/Reporter, Offender or N/A) as well as enter financial estimates of damaged or stolen items and details regarding lost or stolen computers.

**Figure 10. Property Damage/Theft Tab.**

1. After all the information has been entered in the Event Entry and Participant tabs you will need to click on the **Property Damage/Theft** tab.
   *Note: Participants are not required for property damage but need to be entered if known.*

2. The participants you entered in the Participant tab will auto populate in the Property/Damage Theft tab. Assign the appropriate **Role** to each participant. If a participant is labeled as a witness you can provide a witness testimony.

3. Indicate whether it was **CPS Property**, select Yes or No.

4. Check whether **Building Damage** occurred. If so enter a dollar amount.

5. Check whether **Contents Damage** occurred. If so enter a dollar amount.

6. Indicate the **Cause of Loss**. If multiple, hold the CTRL key and select all that apply.

7. Indicate whether **Student Caused**, select Yes or No.

8. Indicate whether **Damage Exceeds $500**, select Yes or No.

9. Indicate whether **Damage Exceeds $2500**, select Yes or No.

10. Enter the **Arrest/PD#** if it applies. This field is required for events involving CPS computer theft.

11. Indicate whether there was a **CPS Owned Computer Loss**, select Yes or No. If Yes is selected additional fields will be made available for you to fill in the **# of desktops** and/or **# of laptops**. Click the **Add Computer Theft** link to provide detail about each desktop or laptop.
   *Note: A link to the techxl database is provided so you can look up the serial number, asset tag, and host name for computers in your school. Fill in all fields that apply for the computers that are missing.*
12. Enter the Make, Model, Asset Tag, Serial Number, and Host Name for the first desktop or laptop. Click the **Save Computer Theft** button. If there was more than one desktop or laptop lost or stolen repeat this process for each.

13. Check the **Confidential Records** box if confidential records were stored on any of the computers that were lost or stolen.

14. Supporting documents can be attached to the event at any time; there is an upload tool at the bottom of the page.

15. To assure you have all information filled out on the Property Damage/Theft tab, you can click on the **Click to Check for Form Errors** link at the bottom of the page. This will notify you if there are any errors that need to be resolved.

16. Complete any other tabs that apply for this event, and then go to the **Submit Event** tab. Detailed instructions for submitting an event can be found on page 20.
Vehicle Incident

If there is a vehicle incident involved in the event you will need to select Vehicle Incident as an event type on the event entry tab and then fill out the information in the Vehicle Incident tab. In the Vehicle Incident tab you can enter all applicable information including parties’ involved, offenders’ insurance information, vehicle make and models, and arrest or police report number.

Figure 11. Vehicle Tab.

1. After all the information has been entered in the Event Entry and Participant tabs you will need to click on the Vehicle Tab.
   Note: Participants are not required for property damage but need to be entered if known.
2. Select Vehicle Type from the drop-down, this is the only required field on the vehicle tab.
3. Enter all other applicable information and click Insert. This will attach the vehicle information you just entered to the incident; you can add additional vehicles by clicking the Add Additional Vehicle button.
4. Supporting documents can be attached to the event at any time; there is an upload tool at the bottom of the page.
5. To assure you have all information filled out on the Vehicle tab, you can click on the Click to Check for Form Errors link at the bottom of the page. This will notify you if there are any errors that need to be resolved.
6. Complete any other tabs that apply for this event, and then go to the Submit Event tab. Detailed instructions for submitting an event can be found on page 20.
Harassment or Threat Incident

If there is a harassment/threat incident involved in the event you will need to select Harassment/Threat as an event type on the event entry tab and then fill out the information in the Harassment/Threat tab. Make sure to select Yes for DCFS Notified if a student was the victim of abuse or neglect in this event. In the Harassment/Threat tab you can assign roles to each participant (Victim/Injured Party, Witness/Reporter, Offender or N/A) and note the type of harassment/threat that was involved (Bullying, Cyber Bullying, Sexual Misconduct-Non Injury, Verbal Assault/Threat, Schoolwide Dangerous Situation, or Student At Risk).

Figure 12. Harassment/Threat Tab.

1. After all the information has been entered in the Event Entry and Participant tabs you will need to click on the Harassment/Threat tab or Continue to Next Form.
2. The participants you entered in the Participant tab will auto populate in the Harassment/Threat tab. Assign the appropriate Role to each participant. If a participant is labeled as a witness you can provide a witness testimony.
3. Indicate the Harassment Threat Type that was involved in this event. To select multiple hold down the CTRL key and select all that apply.
4. Supporting documents can be attached to the event at any time; there is an upload tool at the bottom of the page.
5. To assure you have all information filled out on the Vehicle tab, you can click on the Click to Check for Form Errors link at the bottom of the page. This will notify you if there are any errors that need to be resolved.
6. Complete any other tabs that apply for this event, and then go to the Submit Event tab. Detailed instructions for submitting an event can be found on page 20.
**Reporting DCFS involvement**

In order to report that DCFS was involved in an incident you will need to indicate this on the event entry tab by selecting Yes for **DCFS Notified**. This will then make the DCFS Entry tab active.

**Figure 13. DCFS Entry Tab.**

1. Click on the **DCFS Entry** tab to fill out the DCFS form. Here you will be required to fill in fields based on your report for the student(s).
2. Supporting documents can be attached to the event at any time; there is an upload tool at the bottom of the page.
3. To assure you have all information filled out on the DCFS tab, you can click on the **Click to Check for Form Errors** link at the bottom of the page. This will notify you if there are any errors that need to be resolved. There is also a link to print the DCFS file at the bottom of the page, but this report will be blank until the event has been submitted.
4. Complete any other tabs that apply for this event, and then go to the **Submit Event** tab. Detailed instructions for submitting an event can be found on page 20.
5. Once the event is submitted you will need to open the event from the Infraction Event page, click on the DCFS tab and then click on the **Print Form DCFS File** link. This will then generate the DCFS form that gets faxed to DCFS, the fax number will be at the top of the form.
Saving, Submitting, and Printing

The fourth and final step in creating an event is to submit the event and print out the misconduct report or claim letters. If for some reason you need to walk away from your computer prior to completing the event, make sure to save the event as a draft so you can come back and finish it later. To Print and Submit or to save the event, go to the **Submit Event tab**.

**Figure 14. Submit Event Tab.**

1. Verify will automatically check for errors when you click on the Submit Event tab.
2. If you need to print a misconduct report or a claim letter, check the box next to **Misconduct Reports**, **English Claim Letters** or **Spanish Claim Letters**.
3. Click on the **Submit Event** button. You will be taken back to the Infraction Event page with a message at the top confirming the event was submitted successfully with an event number. If you selected the misconduct report or claim letters to print, the documents will open in a separate window.
4. If you just want to save the event as draft, click the **Save Draft** button. You can come back and pick up where you left off at a later point in time.
Printing the Misconduct Report and Claim Letters

In order to print the misconduct report or the claim letter after an event has been submitted you need to go back into the event.

1. If you created the event, go back to the event entry page. Go to Incident Management and select Infraction Event from the drop-down menu.

2. Scroll down to the bottom of the page; here you can view all events that you have created. Click on the View Event link.

3. Click on the Submit Event tab. Check the box next to the documents you want to print and click on the Print Forms button.
Tracking Student Interventions

Verify.net can be used to track student behavioral interventions such as tutoring, placement counseling, social/emotional support, mentorship, meeting, community service, restorative justice, and safe passage.

**Figure 15. Interventions.**

1. You can access the intervention logging page from the Incident Management menu or from the Student tab on the Behavior Analytics screen.
   a. Incident Management menu

   ![Incident Management menu](image)

   b. Student tab, Behavior Analytics. Click on the **Intervention** button.

   ![Student tab, Behavior Analytics](image)

2. Use the **Search** tool at the top to bring in your participant.
3. Select the **Intervention Type**. Data entry fields will change depending on the Intervention Type selected.
4. Use the **Referred By** drop-down to select the staff member who is recommending the intervention.
5. Enter the **External Partner** if student is receiving intervention from an off-site source.
6. Enter the **Start Date** for the intervention. You can also enter **Notes** about the intervention if needed.
7. Click the **Save** button to complete the intervention.
Student Expulsion

Referring a Student for Expulsion

If a student’s misconduct falls within the Group 5 SCC category, the school principal retains the discretion to refer a student for expulsion or alternative placement/reassignment. If a student’s misconduct falls within the Group 6 SCC category, a student must be referred for expulsion and a hearing must be held prior to a student's expulsion, assignment to SMART or issuance of any other sanction that results in a student's alternative placement or reassignment. The expulsion referral process is now in Verify.net; Verify.net will direct users to the Expulsion Analytics page upon submitting an SCC Violation event with referral for expulsion selected as an action.

1. Create an SCC Violation event for the student following the steps outlined on pages 8 – 11. Make sure to select Referral for Expulsion as a Type of Action. Group 6 SCC Violations will automatically have Referral for Expulsion checked when the Save SCC button is clicked.

2. Once you submit the event with the SCC violation you will be directed to the Expulsion Analytics page. You can also get to Expulsion Analytics from the Incident Management menu.
3. Go to the grid labeled **Draft Expulsions**. Click on the **Edit** link to the left of the name of the student for whom you want to complete the referral for expulsion.

4. Fill out the fields on the **Referral for Expulsion** form.

```
<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odon Gunara</td>
<td>8/31/2011 8:40:25 AM</td>
<td>Tyler Elementary</td>
</tr>
<tr>
<td>Dijya Babar</td>
<td>8/30/2011 12:39:25 PM</td>
<td>Tyler Elementary</td>
</tr>
<tr>
<td>Bobby Gadek</td>
<td>8/30/2011 8:58:37 AM</td>
<td>Tyler Elementary</td>
</tr>
<tr>
<td>Cachet Gangadean</td>
<td>8/30/2011 8:36:10 AM</td>
<td>Tyler</td>
</tr>
</tbody>
</table>
```

5. Indicate whether or not emergency placement is requested for the student: **Emergency Placement Requested?**, select Yes or No.

6. Indicate whether or not the student should be considered for the SMART program, an alternative for expelling from CPS: **SMART Consideration?**, select Yes or No.

7. Select the school-based resource who will act as the expulsion **Hearing Representative**. Fill in their **Position**, **Phone**, and **Email**.

8. Indicate whether or not an interpreter will be needed at the hearing: **Does student or family need an interpreter at hearing?**, select Yes or No. If yes, an additional field will become available for you to select the language needed.
9. Indicate whether or not a sign language interpreter is needed at the hearing: **Does student or family need a sign-language interpreter at hearing?**, select Yes or No.
10. Indicate whether or not any other special accommodations are needed at the hearing: **Does student or family require any other accommodations at hearing?**, select Yes or No. If yes, an additional field will become available for you to indicate what other accommodations are needed.
10. The Misconduct Narrative from the SCC violation event is available for reference. If this narrative needs to be modified you will need to go back to the SCC violation event to edit the narrative and then resubmit the event.
11. Add additional information to the **Additional Comments** text box if needed.
12. Upload any documents that pertain to this expulsion record. Click on the **Select** button to search for documents on your computer. If you need to upload more than one document click the **Add** button. If you need to delete a document that you uploaded, check the box to the left of the document and click the **Delete** button or click on the **Remove** link to the right of the document.

![Upload Documents]

- Please upload all supporting documentation. This may include photos, videos, or other documentary evidence. If you do not have an electronic version of the document and your school does not have a scanner please contact your Network office for assistance.

- Note: The following documents **DO NOT** need to be uploaded since Law/OSES can obtain them from IMPACT SSP: Individual Education Program (IEP), Psychological Evaluation, Social Work Evaluation, and Manifestation Determination Review (MDR).

(Max size 20 MB per file) [Select]

![Save Draft] ![Submit]

13. Click the **Submit** button to submit the expulsion referral to the Law department. If you click the **Save** button this Expulsion Referral will stay in Draft status and will not be viewable to other users.
Expulsion Analytics

The **Expulsion Analytics** page in Verify.net provides you with a complete view of all expulsion referrals related to a student, school, area, or district. Student, School, Area and District tabs are made available based on user’s level of access. The columns in each grid can be sorted by clicking on the column header.

To get to **Expulsion Analytics**, go to **Incident Management** and select **Expulsion Analytics** from the drop-down menu.

The School, Area and District tabs include a grid that show all submitted Referrals for Expulsion and all Draft Expulsions.

**Figure 16.** Expulsion Analytics, School Tab. (Depending on your screen resolution, the Draft Expulsions grid may show up below the Referrals for Expulsion grid.)

The Student tab includes demographic information, previous referrals for expulsion, expulsion detail, and expulsion referral conclusions for a specific student. Use the **Search** tool at the top of the screen to bring up a specific student. Click **View** to the left of the student’s name to the view the expulsion record.

**Figure 17.** Expulsion Analytics, Student Tab.
In the **Expulsion Record** you have the ability to change the **Status** of the expulsion referral as well as upload any documents that may pertain to this incident. Comments entered by the Network office, Student Adjudication, Law Department, and Due Process can be viewed on this page. There are also links to **Print Notice of Expulsion** (the letter that goes to the parents), **Print SCC Infraction Report** (the misconduct report that resulted in the expulsion referral) and **View Event Detail** (this will take you back to the Event Detail Report for the SCC violation event).

**Figure 18.** Viewing the Expulsion Record.
Reviewing Events

Behavior Analytics

The Behavior Analytics page in Verify.net provides you with a complete view of all events related to a student, school, area, or district. Student, School, Area and District tabs are made available based on user’s level of access. To get to Behavior Analytics, go to Incident Management and select Behavior Analytics from the drop-down menu.

Select the date range for the data you wish to view (default is Today) and select the Students to view (default is active students; active students are students currently enrolled in your school, inactive students are students who were previously enrolled in your school).

Figure 19. Behavior Analytics: School Tab.

On the school tab there are five charts available to view and export to excel and there are two grids showing SCC Violation events, one contains level 4-6 SCC Violations and the second contains level 1-3 SCC Violations. The columns in each grid can be sorted by clicking on the column header and each grid can be exported to excel.
The summary charts that are available are shown in Figure 20 below. The icon for each chart is color coded to indicate how high or low the grand total is for the category. Click on the icon to generate the chart, an example of one of the charts is shown in Figure 21 below.

**Figure 20.** Behavior Analytics: School Tab, Summary Charts.

![Summary Charts](image)

**Figure 21.** Behavior Analytics: School Tab, Summary Charts.

The SCC Violations grids are shown in the figure below. Click on the Event ID in the SCC Violation grid to go to the Event Detail Report (see page 32 to view a sample of the Event Detail Report).

**Figure 22.** Behavior Analytics: School Tab, Grids.

![SCC Violations Grids](image)

The Student tab in Behavior Analytics includes demographic information, SCC violations and Interventions for a specific student. Use the Search tool at the top of the screen to view this information for a specific student. Click on an Event ID in the SCC Violation grid to go to the Event Detail Report for any of the SCC Violation events (see page 32 to view a sample of the Event Detail Report). Click on the Edit link in the Interventions grid to view or edit any of the interventions that have been entered for the student.
Figure 23. Behavior Analytics, Student tab.
Infraction Event Search

The Infraction Event Search is a tool to search for all events that have occurred at your school using any combination of fields within an event. To get to the event search, go to Incident Management and select Infraction Event Search from the drop-down menu.

Figure 24. Infraction Event Search.

Search output will appear at the bottom of the screen and can be exported to Excel (see Figure 25). Click on column headings to sort the results by that column. Click on the Event ID to go to the Event Detail Report. The Event Detail Report contains the event details and links to the original entry forms (see Figures 26 and 27).

Figure 25. Search Output.
Figure 26. Event Detail Report.

Figure 27. Original Entry Forms.
Reports

Using the Reports

The Reports module within Verify.net contains a number of reports that will help you utilize and analyze your school’s behavior data. Click on Reports to view the list of reports available; the reports available to you will depend on the type of access you have.

Figure 28. Reports Module.

Select the report you want to run and define the parameters for the report on the right. In the example below we need to select the school, the dates, and the format.

Figure 29. Running a report.
Report Descriptions

The table on the next two pages contains descriptions for some of the key Verify.net reports.

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Report Title</th>
<th>Description</th>
<th>Recommended Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door Swipes</td>
<td>BA_Swipes_List_ID</td>
<td>List of students that have swiped within a specified date range. Includes Swipe Date/Time, Student ID, Division, Student Name, Status, Period/Cause and YTD Doorswipe Tardy Count.</td>
<td>PDF (for viewing) Excel or CSV (for analysis)</td>
</tr>
<tr>
<td></td>
<td>BA_Swipes_List*</td>
<td>List of students that have not swiped in on a specific date. Includes Student ID, Division, Student Name, Home Phone, Guardian Phone and Guardian Name.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>BA_Students_That_Have_Not_Swiped_in</td>
<td>List of students that have swiped in on a specific date. Includes Student ID, Division, Student Name, Home Phone, Guardian Phone and Guardian Name.</td>
<td>PDF</td>
</tr>
<tr>
<td>Attendance</td>
<td>ATT_My_Class_Roster_With_Pictures</td>
<td>Class roster by teacher for a specified school year. Includes Student Name, Student ID, Division Room Number and the students’ picture.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>ATT_Absence_Bulletin_With_Phone</td>
<td>List of students with unexcused half day or full day absences on a specific date. Includes SIM attendance code, Student ID, Division, Student Name, Semester Absences (total to date), Today Absences (total for the day specified), Home/Guardian Phone. Also includes a school-level summary at the top of the report that shows total absence count (including half days), students enrolled, percentage of students absent and percentage of students present (based on current enrollment).</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Cut_Count_Report</td>
<td>List of students that have cuts within a specified date range and the count of semester cuts to date for each student. Cuts are identified by students who swiped in or were marked present by their division or homeroom teacher and had a period attendance value of AUX in SIM. Includes Student ID, Homeroom, Student Name, and the Cuts of Cuts for the date range specified in the report and for the current semester.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Cut_Report_by_Division</td>
<td>List of students that have cuts by division within a specified date range. Cuts are identified by students who swiped in or were marked present by their division or homeroom teacher and had a period attendance value of AUX in SIM. Includes Division Name, Teacher Name, Student ID, Student Name, Date, Period.</td>
<td>PDF</td>
</tr>
<tr>
<td>Detention</td>
<td>DSC_Detention_Counts</td>
<td>List of pending detentions by student within a specified date range. Includes Student ID, Homeroom, Student Name and Total Pending Detentions.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Detention_Counts_by_Division</td>
<td>List of students that have pending detentions by division within a specified date range. Includes Division Name, Teacher, Student ID, Student Name and Total Pending Detentions.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Detention_Notice</td>
<td>One page detention notice per student for students that have a pending detention within a specified date range. Includes Student Name, Student ID, Homeroom, Date Acquired On, Date Must Serve On, Cause, Guardian Name.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Detention_Reminder</td>
<td>One page detention reminder per student for students that have a pending detention within a specified date range. Includes Student Name, Homeroom, Homeroom Teacher, Guardian Name, Guardian Address, Infraction Date, Detention Date, Cause, Students’ Class Schedule.</td>
<td>PDF</td>
</tr>
<tr>
<td>Report Category</td>
<td>Report Title</td>
<td>Description</td>
<td>Recommended Format</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
<td>-------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Suspensions</strong></td>
<td>DSC_Infractio...</td>
<td>List of all students with an in-school or out-of-school suspension within a specified date range. Includes Suspension Start Date, Suspension Return Date, Days of Suspension, Student ID, Student Name, Homeroom, SCC Code, Type of Suspension.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Infractio...</td>
<td>List of all students with an in-school or out-of-school suspension within a specified date range and includes student pictures. Includes Suspension Start Date, Suspension Return Date, Days of Suspension, Student ID, Student Name, Homeroom, SCC Code, Type of Suspension and student picture.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_SuspensionDa...</td>
<td>List of total suspension days by school and by student. Includes School Name, Student ID and Total Suspension Days.</td>
<td>PDF (for viewing) Excel or CSV (for analysis)</td>
</tr>
<tr>
<td><strong>SCC Violations</strong></td>
<td>DSC_Infractio...</td>
<td>List of all SCC violations within a specified date range. Includes Event ID, Created Date, Student ID, Student Grade Level, Student Full Name, Student Birthdate, Conference Type, Suspension Type, Action Type, Infraction Date, Infraction Group, Infraction Description, School Name, School ID, Student Gender, Student Special Ed Status.</td>
<td>Excel or CSV</td>
</tr>
<tr>
<td></td>
<td>DSC_Infractio...</td>
<td>Line graph that charts the number of SCC Violations by level (Group 1, Group 2, etc.) and the number of students with in school and out of school suspensions for a specified time period.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_SCC_Violations_Avg_per_Day_by_Mo...</td>
<td>Bar graph that charts the average number of SCC Violations that occurred per day, by month, for a specified date range.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_SCC_Violations_by_Location</td>
<td>Bar graph that charts the total number of SCC Violations that occurred, at each location, within a specified date range.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_SCC_Violation_by_SCC_Code</td>
<td>Bar graph that charts the total number of SCC Violations that occurred, for each SCC code, within a specified date range.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Student_Misconducts</td>
<td>Generates all Misconduct Reports a student has received while enrolled at a school.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_SCC_Violations_by_Time_of_Da...</td>
<td>Bar graph that charts the total number of SCC Violations that occurred by time of day, within a specified date range.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td>DSC_Students_Multiple_Misconducts</td>
<td>Bar graph that charts the total number of SCC Violations for each student, for students with 5 (or whatever number you specify) or more SCC Violations, within a specified date range.</td>
<td>PDF</td>
</tr>
</tbody>
</table>