



# CREATING AN INCIDENT & ADDING PARTICIPANTS, RESPONSES, & NOTES

## CREATING A NEW DISCIPLINE REFERRAL

The application allows users to enter and complete disciplinary incidents, including participants, responses, and notes. It is recommended that the user navigate through LAUSD MAX while following the instructions below, as not all screen shots are included.

Prior to creating a new incident it is critical to first **Search for Incident** under the tracking category to determine if the incident has already been entered.

### CREATE THE INCIDENT

1. Click the **Discipline** link on the **All Categories** page.
2. Click the **Create New Incident** link under the **Tracking** category.

(The incident number is a random number that is automatically populated)

3. Enter the **Date** and **Time** the incident occurred, as shown above.
4. Add **Comments** (required) -Provide a description of the incident.
5. Click the **Add Event Code** button. A pop-up window displays a list of values to choose from.

6. **Click** the checkbox(es) to select one or more events, as shown above.
7. Click the **Update** button.
8. Enter the following information as it will be used in LAUSD MAX and District Reports:

## CREATING A NEW DISCIPLINARY INCIDENT, CONTINUED

**Context/Location** - Refers to where the incident took place

**Referred by** - A *staff member* or *other* may be added. If a staff member is selected the **Referred by ID**: will automatically populate.

**Weapon** - Select only if applicable to the incident

**Other Factors** - Refers to Possible Motivation the student had to be involved in the incident

**Controlled Substances** - Select only if applicable to the incident

9. Click the **Save and Add Participants** button.

### ADD PARTICIPANT(S)

10. Enter/select information about the student.

(If no search criteria is entered, a list of students for the school will display.)

11. Click the **Search** button.

12. Click the **Select** checkbox(es) for any student participant(s).

13. Click the **Add Selected Students** button.

Select	Family Member / Student Number	Student Name	Grade Level	School Name	Begin Enrollment Date	End Enrollment Date	Enrollment	Gender	Date Of Birth	Track	How
<input type="checkbox"/>	061299F022	ANGELINE, BENIGNA	08	8075 - BURROUGHS MS	09/07/2011		Enrolled	Female	10/24/1995	A	8075
<input type="checkbox"/>	122102F062	ANGOCICCO, KEEGAN	08	8075 - BURROUGHS MS	09/07/2011		Enrolled	Male	04/24/2005	A	8075
<input type="checkbox"/>	041400M083	ANHORN, LOUISA	08	8075 - BURROUGHS MS	09/07/2011		Enrolled	Female	10/06/1996	A	8075
<input checked="" type="checkbox"/>	011999M051	ANSELMO, JERRARD	06	8075 - BURROUGHS MS	09/07/2011		Enrolled	Male	04/17/2000	A	8075
<input type="checkbox"/>	052498M050	ANTONELLO, ALVENA	07	8075 - BURROUGHS MS	09/07/2011		Enrolled	Female	01/22/2001	A	8075
<input type="checkbox"/>	090794F048	ANTRONICA, HAVEN	07	8075 - BURROUGHS MS	09/07/2011		Enrolled	Female	08/11/1996	A	8075

14. Enter data for each participant as needed.

15. Click the **Save Participants** button.

Family Member / Student Number	Name (Last, First)	Date Of Birth	Role	Weapon Used	Other Factor
Apply Fill Functionality					
			<input type="checkbox"/> Witness <input type="checkbox"/> Offender <input type="checkbox"/> Victim	- Please Select -	- Please Select -
022302F057	PAWELL, MARIABELLA	07/16/2000	<input type="checkbox"/> Witness <input checked="" type="checkbox"/> Offender <input type="checkbox"/> Victim	- Please Select -	- Please Select -

Apply Fill to Page

### ADD INTERVENTION(S)

16. Click on the **participant #**.

17. Click the **Edit** button.

18. Select **Intervention(s)**, more than one intervention key (PC) or the command key (Mac).

19. Click **Save Changes**.

Participation Information		Last Updated:	
Role:	<input type="checkbox"/> Witness <input checked="" type="checkbox"/> Offender <input type="checkbox"/> Victim		
Age:	11	IEP on file:	No
Age at Time of Incident:	11	IEP Manager:	No
Ethnic Code:	Black	504 Plan on file:	No
Primary Disability:			
Weapon Used:	- Please Select -	Other Factor:	- Please Select -
Intervention(s):	<input type="button" value="- Please Select -"/> <input checked="" type="button" value="Verbal Reminder"/> <input type="button" value="Writing Reflections"/> <input type="button" value="Individual Social Skills Instruction"/> <input type="button" value="Teacher-Student Conference"/>		

### ADD THE RESPONSE(S)

**CREATING A NEW DISCIPLINARY INCIDENT, CONTINUED**

20. Click the **Incident Responses** tab.

21. Click the **Add Response** button.

22. Click the **Select** checkbox(es) next to the participant(s) who will be issued this response.

23. Enter **Response Code**

24. Add **Actual Suspension Days**, if the response was not a suspension enter a "0".

25. Add **Disciplined by Staff** click the **Add** link and search for staff member.

26. If the response was a suspension, complete suspension information, if not proceed to #17.

27. Enter **Assigned Suspension Days**. The number entered for **Assigned Suspension Days** and **Actual Suspension Days** must be the same.

28. Click the **Save and Add Note to Participants** button.

**ADD A NOTE**

29. Click the **Add Note** button.

30. Click the **Select** checkbox(es) next to any participant(s) for whom this note applies.

31. Select **Category**.

32. Enter **Keyword** and **Note Text**. Resolution Category Keywords: "open," "pending," or "closed" may be used to monitor the status of Discipline Referrals.

33. Click the **Add Note** button.

**NOTES:** Click the **Save** button at any point to save data entered and end the process.