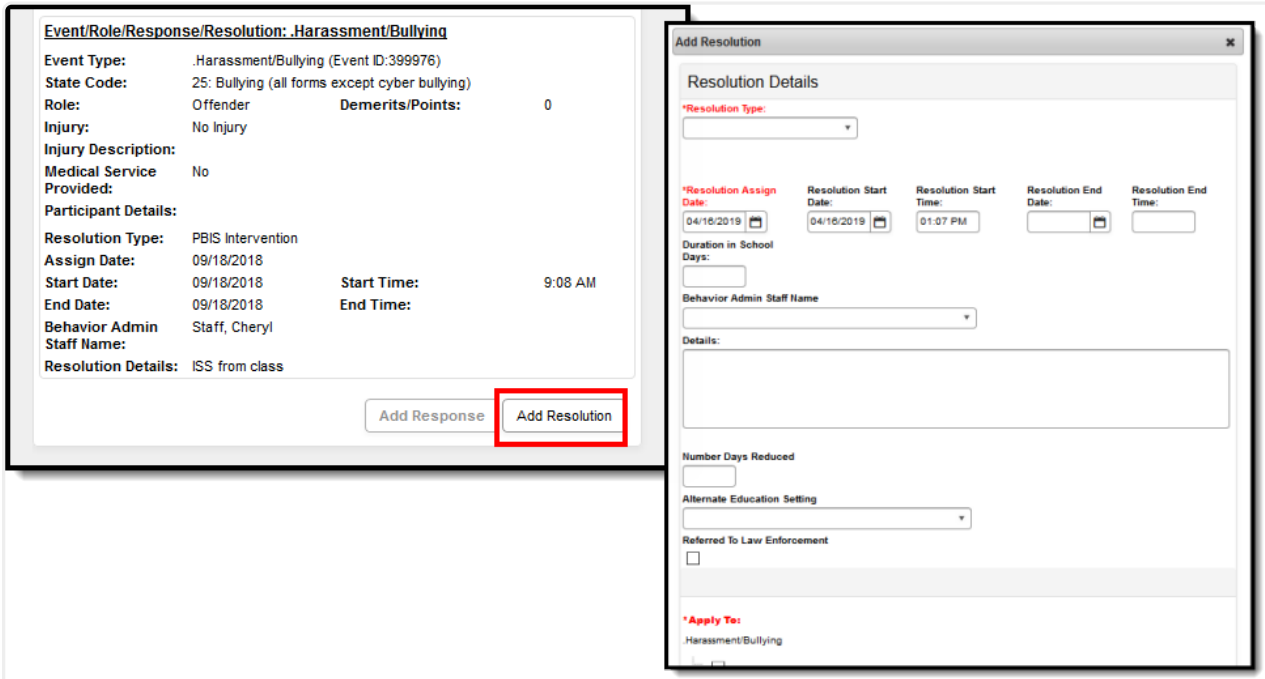
Add a behavior resolution

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Path: Student Information > General > Behavior

This guide explains how to add a behavior resolution to a behavior event.



Use Add Resolution to enter details such as the resolution type, dates, staff responsible, and any additional actions taken.

Before you start

- Resolutions can be mapped to state-specific codes for state reporting in the Admin area of the Behavior module.
- Resolutions are attached to the student's participation in a single event, rather than the incident as a whole.
- Detention is a subtype of behavior resolution. There are additional fields that are needed. See Record Detention for details.
- See Behavior Tool Rights for details.

Add a resolution

1. Select the appropriate Incident from the list of items in the Behavior Tree. An **Incident Detail** editor displays.
2. Click the **Add Resolution** button at the bottom of the editor. The **Add Resolution** editor displays.
3. Select the **Resolution Type** from the dropdown list. This list populates from the Resolution Types tool.
4. Enter the **Resolution Assign Date**.
5. Enter the **Resolution Start Date**. This date may be different than the Assign Date.

6. Enter the **Resolution Start Time**.
7. Enter the **Resolution End Date** and **Resolution End Time**. If the resolution is set to Calculate End Date/Duration, the Resolution End Date field populates automatically.
8. Enter the **Duration in School Days** value. If the resolution is set to Calculate End Date/Duration, this field populates automatically.
9. Select the **Behavior Admin Staff Name** from the dropdown list.
10. Enter any additional **Details** about the resolution.
11. If applicable, enter the **Number of Days Reduced** value.
12. If applicable, select the **Alternate Education Setting** option.
13. If applicable, mark the **Referred to Law Enforcement** checkbox
14. Select the student(s) in the **Apply to:** section to attach the resolution to them.
15. Click Save when finished.

Impact

Adding a resolution initiates the creation of Behavior letters and Behavior Messenger notifications. The resolution also displays in the portal for the student and parents to see.

If the behavior event is tied to attendance records, e.g., out-of-school suspension, attendance records are also updated.

What's next

- Discipline reports can be generated, showing the completed behavior event and resolution for the student.
- Use other behavior tools (Detention Tracker, for example) to track the completion of detention.
- Finalize the behavior record once all participant resolutions have been met.