

SIS Instructions Sheet: Bullying Reporting

Creating a Discipline Referral (STAFF)

1. Log in to SIS: <https://sis.slps.org/SLPS/default.aspx>
2. Hover over Actions → Click My Login Site-Year → Choose School
3. Hover over View/Maintain → Hover over Profile → Click Referrals → Click New Referral → Input Information → Click Next → Click Send to Discipline Office

Creating a Discipline Incident (LEADERSHIP TEAM)

1. Log in to SIS: <https://sis.slps.org/SLPS/default.aspx>
2. Hover over Actions → Click My Login Site-Year → Choose School
3. Hover over View/Maintain → Hover over Profile → Click Referrals → Click the arrow on any referrals that have *Waiting for Admin* status; once inside the referral, an administrator can do a few things: add a new note, return this referral to the teacher for more information, assign it to a different administrator or accept the referral – for this example, we will accept the referral
4. Review the information listed in the referral → Click Admin Accepts → Click Close with New Profile → Click Done
5. The administrator begins the investigation process, once the investigation is completed, upload the Bullying Incident Report Form to the Incident and update the information inside the Incident such as the consequence.

Creating a Discipline Event (LEADERSHIP TEAM)

1. Log in to SIS: <https://sis.slps.org/SLPS/default.aspx>
2. Hover over Actions → Click My Login Site-Year → Choose School
3. **Hover over View/Maintain → Hover over Profile → Click Discipline Events → Click Add → Input information regarding the investigation including the outcome/resolution, attach the Harassment and Bullying Incident Report Form, input the victim, and the witnesses; do not add the offender at this time, if you do, it will duplicate the offenders referral.** → Click Done
4. **At this point, go to the student's referral (discipline incident) and click "move this entry to different event" at the top. You will then click the blue button by the recently created event. Click done.**

5. After this step, the Event column will have an ID listed, this lets you know that the Event and Incident have been linked. You will also see the offender listed inside the event.

Getting to Online Bullying Documents & Forms (ALL)

1. Go to the SLPS home page: <https://www.slps.org/>
2. Click Academics → Click Bullying Forms & Documents

Running a Bullying Incident Report (LEADERSHIP TEAM)

1. Log in to SIS: <https://sis.slps.org/SLPS/default.aspx>
2. Hover over Reports → Hover over Profile → Click Profile Reports and Letters
3. Choose the following on the Profile Report Tab
 - a. Enter → Date (today's date) → Report Title (ex. Bullying Incidents)
 - b. Profile Area → Discipline
 - c. Report Type → Short Export → Incident Code Totals
 - d. Student Selection Status → Only Active Students
 - e. Print Full Comments → select this option
 - f. Totals Only → select this option
4. Choose the following on the Selection & Sort Tab
 - a. Incident Code → select this option
 - b. Incident Date → select this option
 - c. Detention Served → select Yes
 - d. Records to meet above selection → 1 to 9999
 - e. Sort by → Incident Code
 - f. From → Choose Date Range (8/16/2017 – today's date)
 - g. Click List → Choose Bullying Incident Codes → 21-2, 59-2, 60-2, 61-2, 62-2, 63-2
 - h. Click Start Report