

Incident/Referral Field Selections

The following table is intended to help you understand the field options available to you when entering offense and involved person information for [Incident](#) or [Referral](#) records. The fields that display depend on the combination of the Involvement Type and Involved Person Type you select.

The name fields and their sources change based on the Involved Person Type you select. The options available for selection include Student, Freeform, Other Name, Staff, and Unknown. If you select Student, you can only enter student names from the [District](#) or [Entity](#) you are filtering from. If you select Freeform, you can enter any name. If you select Other Name, the names available for selection are based on the **Name List**. If you select Staff, the names available for selection are based on the **Staff List**. If you select Unknown, you cannot enter a name for the involved person.

Involvement Type	Involved Person Type	Enabled Fields
Offender	Student	<ul style="list-style-type: none"> • Student Filter Type • Student Name • Allegation • Exclude Primary Offense • Secondary Offenses • Discipline Officer • Statement • Perceived Motivation • Internal Comment
Offender	Freeform	<ul style="list-style-type: none"> • Freeform Name • Allegation • Exclude Primary Offense • Secondary Offenses • Statement

Involvement Type	Involved Person Type	Enabled Fields
		<ul style="list-style-type: none"> • Internal Comment
Offender	Other Name	<ul style="list-style-type: none"> • Name • Allegation • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Offender	Staff	<ul style="list-style-type: none"> • Staff Filter Type • Staff Name • Allegation • Determination Type • Resulted in • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Offender	Unknown	<ul style="list-style-type: none"> • Allegation • Exclude Primary Offense • Secondary Offenses • Comment • Internal Comment
Victim	Student	<ul style="list-style-type: none"> • Student Filter Type

Involvement Type	Involved Person Type	Enabled Fields
		<ul style="list-style-type: none"> • Student Name • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Victim	Freeform	<ul style="list-style-type: none"> • Freeform Name • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Victim	Other Name	<ul style="list-style-type: none"> • Name • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Victim	Staff	<ul style="list-style-type: none"> • Staff Filter Type • Staff Name • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Victim	Unknown	<ul style="list-style-type: none"> • Exclude Primary Offense

Involvement Type	Involved Person Type	Enabled Fields
		<ul style="list-style-type: none"> • Secondary Offenses • Comment • Internal Comment
Witness	Student	<ul style="list-style-type: none"> • Student Filter Type • Student Name • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Witness	Freeform	<ul style="list-style-type: none"> • Freeform Name • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Witness	Other Name	<ul style="list-style-type: none"> • Name • Exclude Primary Offense • Secondary Offenses • Statement • Internal Comment
Witness	Staff	<ul style="list-style-type: none"> • Staff Filter Type • Staff Name • Exclude Primary Offense

Involvement Type	Involved Person Type	Enabled Fields
		<ul style="list-style-type: none"> • Secondary Offenses • Statement • Internal Comment
Witness	Unknown	<ul style="list-style-type: none"> • Exclude Primary Offense • Secondary Offenses • Comment • Internal Comment

Continue to next page
»