

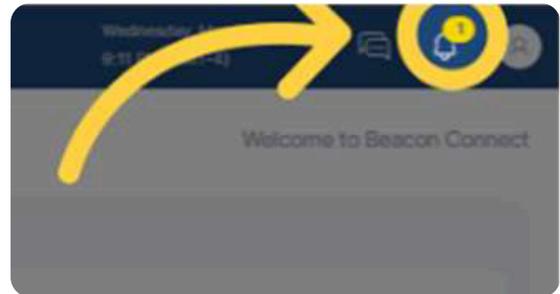
# HOW TO VIEW A STUDENT INCIDENT REPORT

This guide will walk you through the process of viewing and managing student incident reports in Beacon connect.

With Beacon Connect you will now be able to view all incident reports together in one location. Not only will you receive incidents in a timely fashion, you will now have data that you can filter, sort and export.

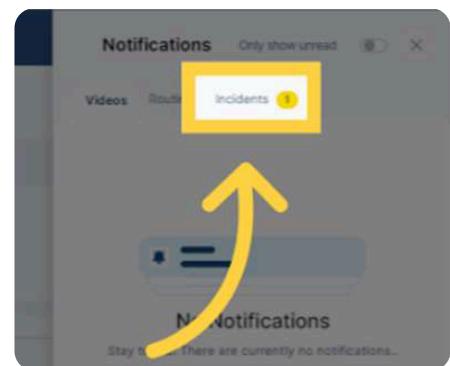
## 1. Notifications

Once our dispatch office receives a Student Incident Report from a driver, you will be alerted with a push notification in the top right corner of Beacon Connect. Click the *Bell icon* to bring up the notification menu to get started.



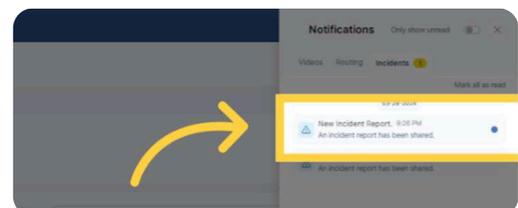
## 2. Incident Tab

Navigate to the "Incidents" option on our notification menu to bring up all notifications pertaining to Student Incident Reports.



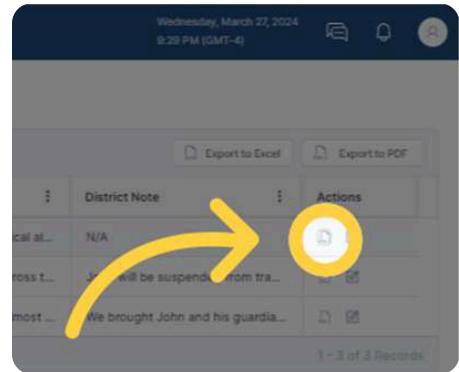
## 3. Select the Alert

Click the *New Incident Report* alert to be taken to our Student Incident Report Page.



## 4. Incident Report Page

From the Incidents Report page you will be able to see all Incident Reports that we have received. This Table is both sortable & exportable for all your record keeping needs. However if you require a paper copy, you will still be able to receive one by clicking the pdf icon and printing the Beacon Connect generated pdf.



Example Student Incident Report.

BEACON CONNECT SCHOOL BUS INCIDENT REPORT			
Student's Name: John Doe		School: Example High School	Grade: 12th
Date of Incident: 3/25/2024	Time of Incident: 8:00:00 PM	Offense #: 2	
Bus #:	Route #: 13	Employee's Name: Dieune Laurent	
<b>Notice to Parents:</b>			
The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.			
Infraction: Fighting/Pushing/Tripping			
Details: John tried to initiate a physical altercation with me while I was driving.			
<b>SCHOOL USE ONLY BELOW LINE</b>			
Disciplinary Action: John has been suspended from school for 2 days and transportation for 5 days.			
Authorized Signature:	Title:	Date:	

## 5. District Notes

District notes can be added by clicking the "edit" icon.

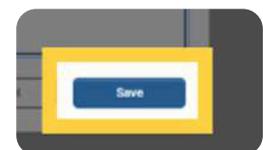


From here, you can select *District Note* and provide an update regarding the outcome of this student incident report.



## 6. Save

After entering and completing the *District Note*, click *Save*, and our dispatch office will know that you have been made aware of the involved student's behavior.



Thank you for viewing Student Incident Reports with Beacon Connect!