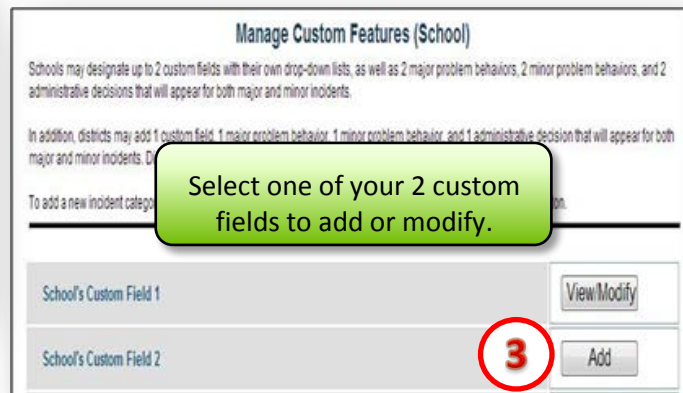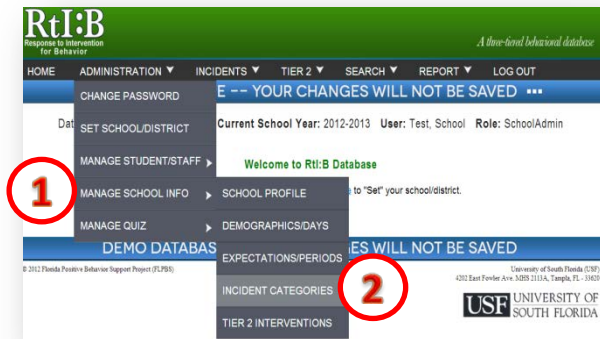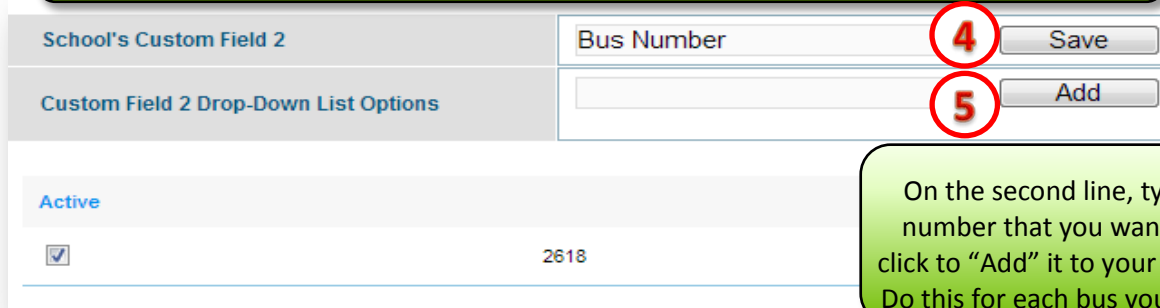# Keeping track of Bus Referrals

FIRST:

Set up a custom field for your school. Go to the Administration tab --Manage School Info--Incident Categories.

Select one of your 2 custom fields to add or modify.

Type in the name for your bus referral field on the first line and click "Add" (if this field hasn't been used before) or "Save" (to change the name of an existing custom field)

On the second line, type in the bus number that you want to track and click to "Add" it to your drop-down list. Do this for each bus you want to track.

NEXT:

Whenever a bus referral is recorded in the database, be sure to note the bus the referral took place on in the 2nd screen of incident entry:
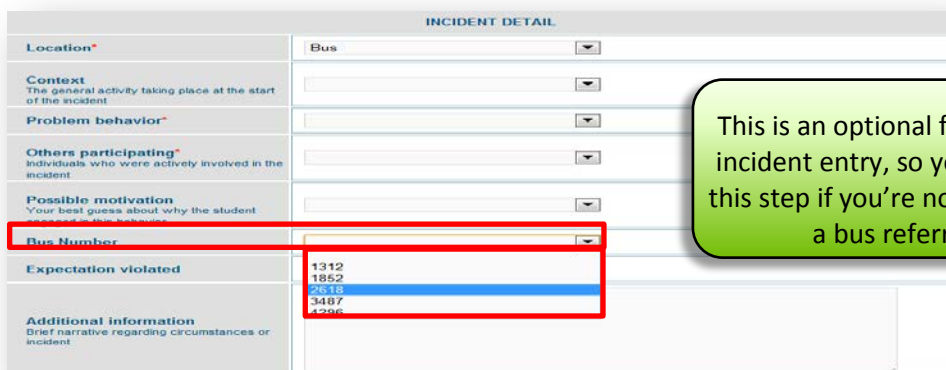
This is an optional field during incident entry, so you can skip this step if you're not recording a bus referral.

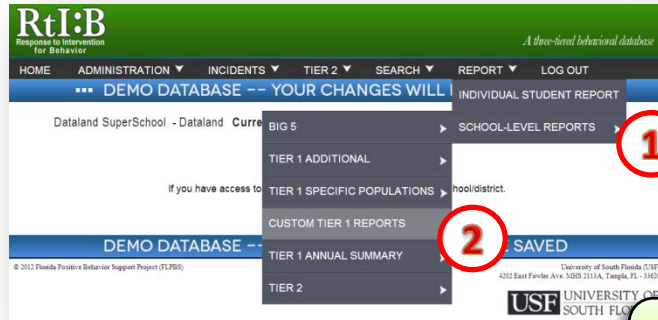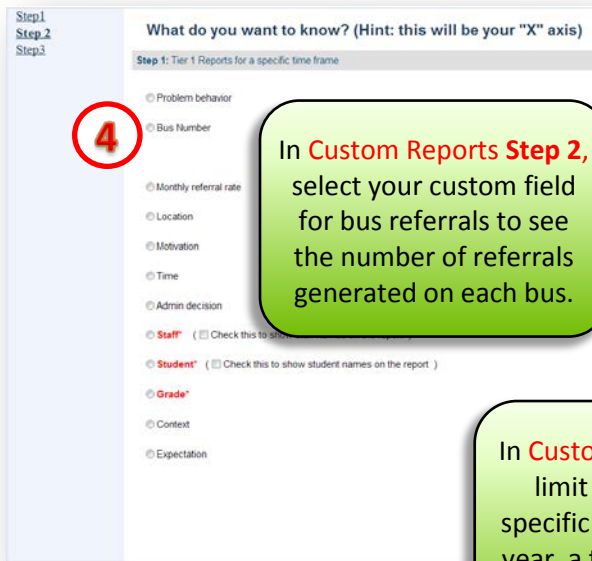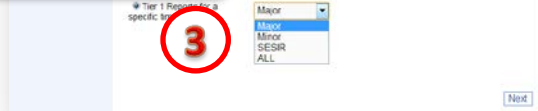# EVERY MONTH OR SO:

Use custom reports to monitor your bus referrals. Go to the Reports tab – School Level Reports -- Custom Tier 1 Reports.

RtI:B
Response to Intervention for Behavior

A three-tiered behavioral database

HOME | ADMINISTRATION ▼ | INCIDENTS ▼ | TIER 2 ▼ | SEARCH ▼ | REPORT ▼ | LOG OUT

••• DEMO DATABASE -- YOUR CHANGES WILL | INDIVIDUAL STUDENT REPORT

Dataland SuperSchool - Dataland **Curre** | BIG 5 | SCHOOL-LEVEL REPORTS | ①

TIER 1 ADDITIONAL

If you have access to | TIER 1 SPECIFIC POPULATIONS | hool/district.

CUSTOM TIER 1 REPORTS | ②

DEMO DATABASE -- | TIER 1 ANNUAL SUMMARY | **SAVED**

© 2012 Florida Positive Behavior Support Project (FLPBS) | TIER 2 | University of South Florida (USF)
4202 East Fowler Ave. MHH 2113A, Tampa, FL - 33620

USF UNIVERSITY OF SOUTH FLO

Step1
Step 2
Step3

Which main report do you want to further investigate? (pick one)

- Major problem behavior
- Minor problem behavior
- SESIR offense
- Bus Number
- Bus
- Location
- Motivation
- Time
- Admin decision

In **Custom Reports Step 1**, select "Tier 1 Reports for a Specific Time Frame."

Tier 1 Reports for a specific ti | Major ▼
Major
Minor
SESIR
ALL

③

Next

Step1
Step 2
Step3

What do you want to know? (Hint: this will be your "X" axis)

Step 1: Tier 1 Reports for a specific time frame

- Problem behavior
- ④ Bus Number
- Monthly referral rate
- Location
- Motivation
- Time
- Admin decision
- Staff* (☐ Check this to sh...
- Student* (☐ Check this to show student names on the report)
- Grade*
- Context
- Expectation

In **Custom Reports Step 2**, select your custom field for bus referrals to see the number of referrals generated on each bus.

Step1
Step 2
Step3

Do you want to limit the results? Select as many as apply.

(If you do not want to limit your results, select "Finish")

Step 1: Tier 1 Reports for a specific time frame **Step 2: Bus Number**

⑤

☑ Date range	08/01/2012	To	03/13/2013
☐ Time	7:00 am ▼	To	7:00 am ▼
☐ Grade*	Pre-K ▼		
☐ Location	Bathroom ▼		
☐ Motivation	To avoid adult attention ▼		
☐ AYP group*	American Indian/Alaskan Native ▼		
☐ ESE status*	GenEd ▼		
☑ Show table			

Previous | Finish

In **Custom Reports Step 3**, limit the results to a specific part of the school year, a time of day, grade level, and more.

Referrals by School Custom Field 1

Referrals by Bus Number
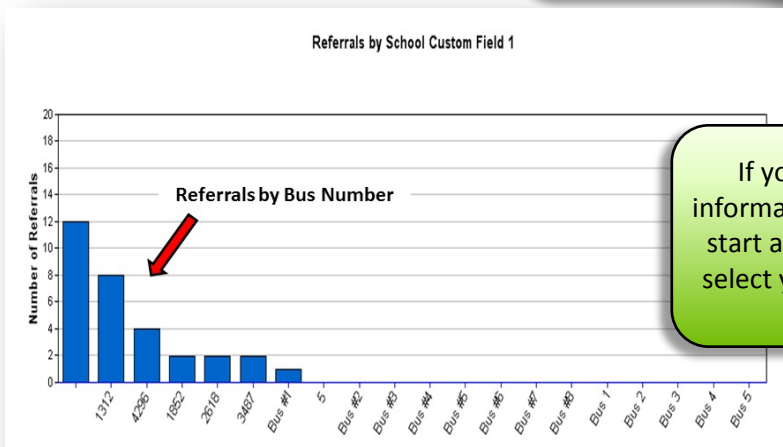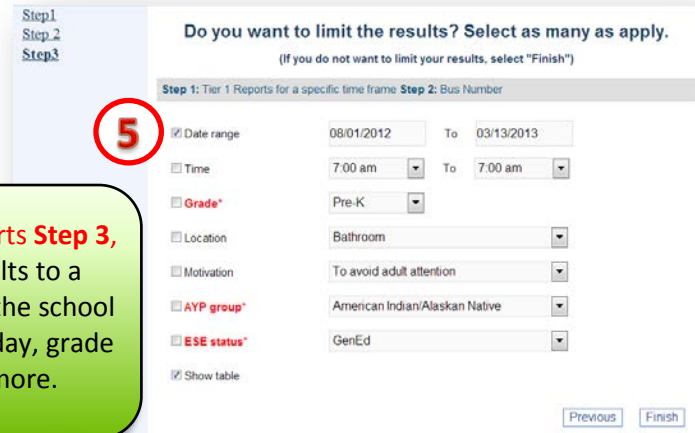
If you need more specific information about a specific bus, start a new custom report and select your custom bus field on the first screen.

Want more information? See our User's Guide for more details:
http://www.flrtib.org/docs/User's%20Guide%20v4_0%20Jan%202013_Final.pdf