

(NC) IBE01 Missing Offender

09/03/2026 6:33 am EDT



All incident information should be in compliance with the [Discipline Data Collecting and Reporting Manual](https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data) (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check identifies any behavior event that did not have an offender/participant.

Severity

Warning

What to Review

Review the behavior event participant roles.

Report Content

Column Name	Description
endYear	School year selected for the report.
PSU/School Information	Displays PSU Code, PSU Name, School Code, School Name associated with the reported data.
Location Information	Displays Location Code, Location Description associated with the reported data.

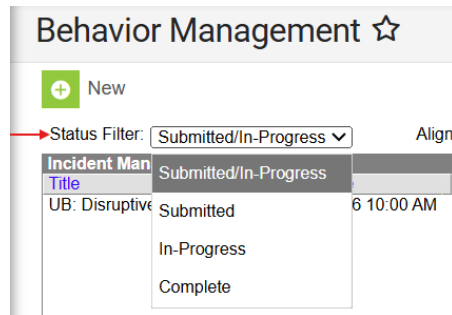
Column Name	Description
Incident Information	Displays Incident Number, Date, Time, Status, Title associated with the reported data.
Offender Information	Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data.
Reporting Information	Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Missing_Offender_Flag	Y indicates the behavior event does not have an offender associated with it.

Recommended Action

Use the detail rows to trace a summary total or edit-check result back to the source incident. Make any needed correction in Infinite Campus.

Navigation: Menu > Behavior Office > Behavior Management > Behavior Management

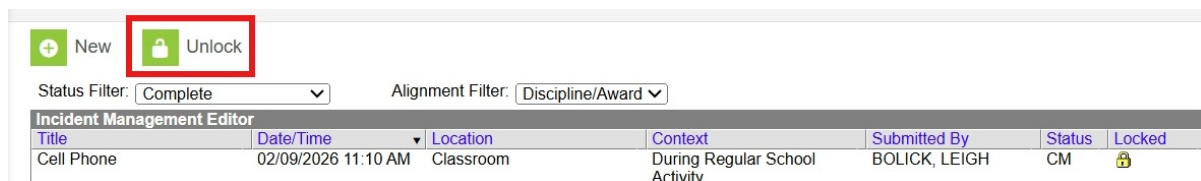
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



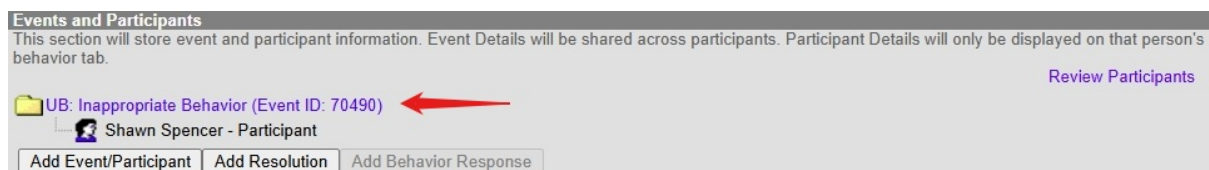
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to select the corresponding incident to review.
- Confirm the **Incident ID** matches the **Incident_Number** before changing information.

Incident Management Editor						
Title	Date/Time	Location	Context	Submitted By	Status	Locked
Cell Phone	02/09/2026 11:10 AM	Classroom	During Regular School Activity	BOLICK, LEIGH	CM	

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
 - This will move the incident from the Complete status to In Progress until marked complete again.



- Locate the **Events and Participants** section and select the **Event** with the missing Offender.



Correction Option: Update Participant Role

- If the event is correct, select the **Event** with the missing offender.
- In the Event and Participant Details section, locate the appropriate **Participant** and update the role to **Offender**.
- Ensure the **Relationship to School** is selected.

Event and Participant Details

Event Details

*Event Type: 114: UB: Inappropriate Behavior
 Event ID: 70490
 Demerits: 0 State Code: 114: UB: Inappropriate Behavior
 - Modified by: Green, Marissa 08/21/2026 06:52

Participant(s) Details

☒ Shawn Spencer (Uncheck to exclude participant.) ☐ Display on Portal

Role: Participant Demerits: 0 Relationship to School: 01: Student from this school
 Offender: [dropdown] Injury Description: [text area] Medical Service Provided: ☐

Participant
 Victim
 Witness

- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Status Filter: Submitted/In-Progress Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: Complete Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: Discipline Cell phone
 *Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00
 Context: 01: During Regular School Activity Context Description: [text area]
 *Location: 1: Classroom Location Description: Outside of room 350

Details

Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB Cell phone/personal device use (Event ID: 70475)
 John Eckel - Offender
 ISS (Resolution ID: 65426)

Correction Option: Add Offender Participant

- If the event is correct, but the Offender is not listed as an participant, select the **Event** with the missing offender
- In the Event and Participant Details section, locate the **Add Participant** section. Select the appropriate filter and search for the student.
- Select **Offender** from the Role dropdown.
- Select the correct **Relationship to School**.
- Add information for other fields as necessary.

Add Participant

Filter: **Students** Student Name or Complete Student Number: Search

Anthony Smith (Sex: M Grade: 12 Age: 18 #: 12144) ←
 Ariana Smith (Sex: F Grade: 9 Age: 16 #: 30223) Delete Close

☒ Anthony Smith (Sex: M Grade: 12 Age: 18 #: 12144) (Uncheck to exclude participant.) ☐ Display on Portal Hide Details

Role: **Participant** Demerits: Relationship to School:

→ **Offender** Injury Description: Medical Service Provided: ☐

Participant
Victim
Witness

☒ Anthony Smith (Sex: M Grade: 12 Age: 18 #: 12144) (Uncheck to exclude participant.) ☐ Display on Portal Hide Details

Role: **Participant** Demerits: Relationship to School:

Injury: **1: No Injury** Injury: Medical Service Provided: ☐

Details: **01: Student from this school** ←
 02: Teacher

- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save Delete New

Status Filter: **Submitted/In-Progress** Alignment Filter: **Discipline/Award**

Incident Detail Information
 This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694 Status: **Complete** Submitted Date: 02/11/2026 10:13 AM
 Submitted By: BOLICK, LEIGH

*Alignment: **Discipline** Title:
 Cell phone:

*Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM Damages: \$ 0.00
 Context: 01: During Regular School Activity Context Description:

*Location: 1: Classroom Location Description: Outside of room 350

Details: Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants
 This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475) Review Participants
 John Eckel - Offender
 ISS (Resolution ID: 65426)

Add Event/Participant Add Resolution Add Behavior Response

Correction Option: Delete Event

- If the event is incorrect and should not be part of this incident, select the **Event** with the missing offender.
- Click **Delete**.

Event and Participant Details

Event Details

*Event Type:

114: UB: Inappropriate Behavior

Event ID: 70490

Demerits: 0

State Code: 114: UB: Inappropriate Behavior

- Modified by: Green, Marissa 08/21/2026 06:52

Participant(s) Details

☒ Shawn Spencer (Uncheck to exclude participant.)

☐ Display on Portal

Show Details

Add Participant

Filter:

Students

Student Name or Complete Student Number:

Type name here to search for participant

Search

Save

Delete

Close

- Click **OK** to confirm deleting the event

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This will delete the event and associated roles from the incident. Do you want to continue?

OK

Cancel

- Before continuing, ensure at least one event and offender participant role are associated with the event.
- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save

Delete

New

Status Filter: Submitted/In-Progress

Alignment Filter: Discipline/Award

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694

Status: Complete

Submitted Date: 02/11/2026 10:13 AM

*Alignment: Discipline

Title

Cell phone

*Date of Incident: 02/11/2026

*Time of Incident: 10:08 AM

Damages: \$ 0.00

Context: 01: During Regular School Activity

Context Description

*Location: 1: Classroom

Location Description: Outside of room 350

Details

Student 1 used his cellphone during class

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Events and Participants

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UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

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