

(NC) IBE02 Missing Relationship

09/03/2026 11:16 am EDT



All incident information should be entered 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 with offenders that are missing the relationship to school.

Severity

Warning

What to Review

Review the offender's relationship-to-school value.

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.
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.

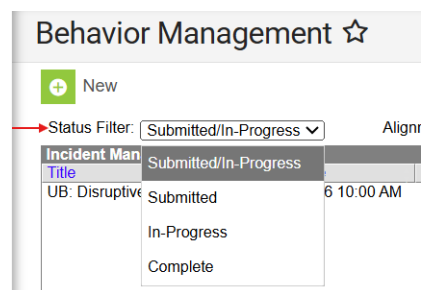
Column Name	Description
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Missing_Relationship_flag	Y indicates the offender is missing a valid Relationship to school value.

Recommended Action

Select the correct relationship-to-school value for the offender.

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

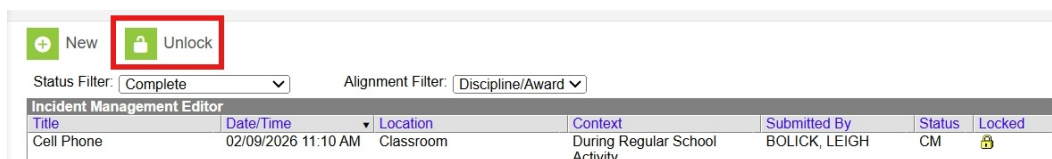
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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 a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and select the **Event** with the missing relationship to school.

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.

RB: Fighting (Event ID: 70489) ←

Wyatt Abercrombie - Offender

Add Event/Participant Add Resolution Add Behavior Response

[Review Participants](#)

- Locate the **Participant(s) Details** section and select the participant's **Relationship to School** from the dropdown.

Participant(s) Details

☒ Wyatt Abercrombie (Uncheck to exclude participant.) ☐ Display on Portal [Hide Details](#)

Role: Offender Demerits: 0 Relationship to School:
 Injury: 1: No Injury Injury:
 Details:
 Medical Service Provided: ☐

01: Student from this school
 02: Teacher
 03: Staff
 04: Administrator

- 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:
 *Date of Incident: 02/11/2026 *Time of Incident: 10:08 AM
 Context: 01: During Regular School Activity
 *Location: 1: Classroom
 Details: Student 1 used his cellphone during class

Damages: \$ 0.00
 Context Description:
 Location Description: Outside of room 350

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

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](#)