

(NC) IBE03 Participant Role

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 that did not have an offender or a participant but had other “participants”.

Severity

Warning

What to Review

Review all participant roles attached to the behavior event.

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.
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.

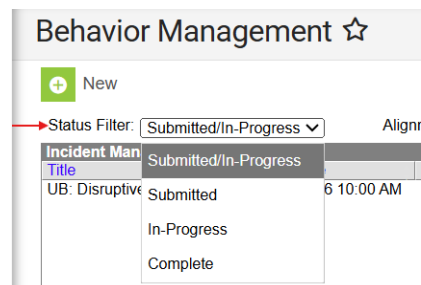
Column Name	Description
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Participant_Role_flag	Y indicates the participant is missing a valid Role value.

Recommended Action

Assign the correct offender or participant role.

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

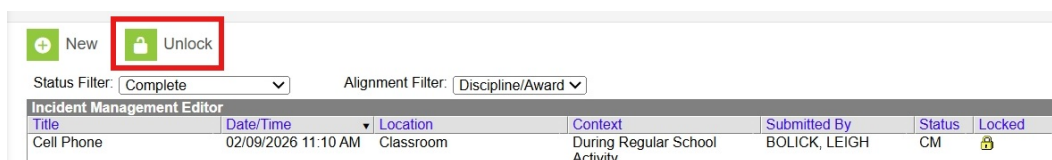
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



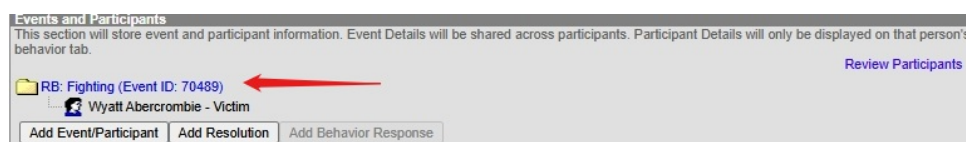
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident_Number** in the report.

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 the select the **Event**.



- Locate the **Participant(s) Details** section and select the participant's **Role** from the dropdown. At least one participant should be associated to the Offender Role.

Participant(s) Details

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

Role: **Victim** Demerits: **0** Relationship to School: **01: Student from this school**

Offender Injury Description: 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.

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 Damages: \$ 0.00
 Context: 01: During Regular School Activity Context Description:
 *Location: 1: Classroom Location Description:

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)

[Review Participants](#)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#)