

(NC) IBE09 Transferred Offered

09/03/2026 11:19 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>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

Purpose

This check looked for incidents with student victims where the victim action codes for transfers offered (200, 201, 204) were not found.

Whether transfers are offered to student victims of the 9 violent crimes are required by the SBE to be reported.

Severity

Warning

What to Review

Review the victim record and any required victim transfer action codes.

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.

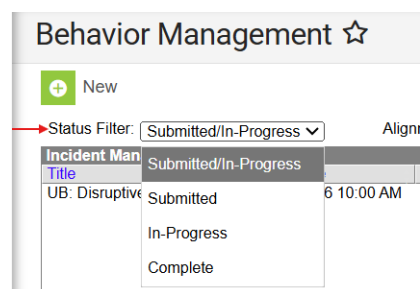
Column Name	Description
State Behavior Information	Displays state behavior Code and Description assigned to the incident behavior.
Local Behavior Information	Displays local behavior Code and Description assigned to the incident behavior.
Victim Information	Displays UID, Name, Grade, Sex, Race/Ethnicity of the victim associated with the reported data.
Transfer_Offered_flag	Y indicates a student victim of a Violent Crime does not have a transfer-offered action (200, 201, 204) reported.

Recommended Action

Add the transfer action code or confirm that the existing entry is accurate.

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

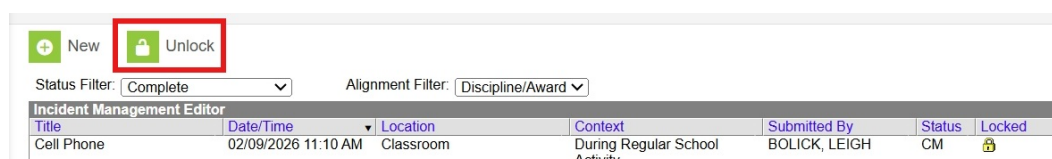
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



- 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** with the associated participant.

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: Verbal Harassment (Event ID: 70491)

- Alice Bowman - Offender
- OSS (Resolution ID: 65445)

[Review Participants](#)

Add Event/Participant Add Resolution Add Behavior Response

Correction Option: No Correction

- If it is determined that incident is correct, no further action is needed.

Correction Option: Add Resolution

- Locate the **Participant(s) Details** section. Click **Add Resolution**.

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: Verbal Harassment (Event ID: 70491)

- Alice Bowman - Offender
- OSS (Resolution ID: 65445)
 - Angela Caycedo - Victim

[Review Participants](#)

Add Event/Participant **Add Resolution** Add Behavior Response

- Select the appropriate **Transfer Offered** (200, 201, 204) resolution.
- Complete **fields** as necessary.
- Select the checkbox next to the **participant**.

Add Resolution

Resolution Details

*Resolution Type: 200: Victim Offered Transfer

State Code: 200: Victim Offered Transfer Category: Minor

*Resolution Assign Date: 10/31/2025 Resolution Start Date: 11/2/2025 Resolution Start Time: 10:49 AM Resolution End Date: Resolution End Time:

Duration in School Days:

Behavior Admin Staff Name:

Details:

*Apply To:

RB: Verbal Harassment

- ☐ Alice Bowman
- ☐ OSS
- ☒ Angela Caycedo

Save Close

- 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

Submitted By: BOLICK, LEIGH

*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)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

[Review Participants](#)