

NSD PowerSchool Incident Management Summer 2026 Update

Example 1 - Admin Entering Incident without a template (from scratch)

This example is a student cited for a dress code violation and given a warning, it's not state reportable (no ISS or OSS).

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Example 2 - Admin Entering Incident using a template

This example is the same scenario as Example 1 (dress code violation, not state reportable) but using a template.

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Example 3 - Admin Using Template for a Reportable Incident

This example is a student with a vape, resulting in ISS - this is a state reportable incident and uses the ISS/OSS template to expedite entry.

Page 15

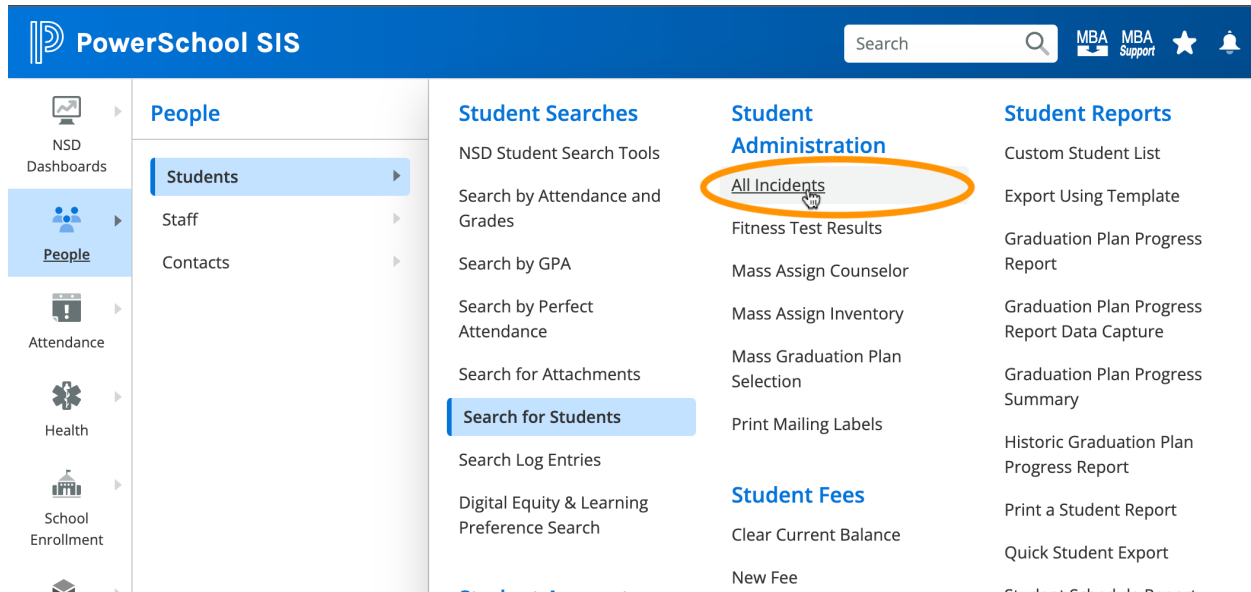
Example 4 - Teacher Entry of Incident

This example is a teacher entering a referral for a student exhibiting disruptive behavior who refuses redirection and is sent to the office. Admin then assigns the student with ISS which is a state reportable code.

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Admin Entry - No Template

Access Incident Management by clicking People -> Students -> All Incidents



Click the 'Create Incident' button

All Incidents

[View Dashboard](#)

Incident Counts by Incident Type Date Range: Current School Year 06/01/2026 to 07/28/2026

Incident Element	Incident Type
3	Missouri State Reporting*
6	Other Discipline
1	Teacher Referral

[Create Incident](#)

ID =

Incident Details

On this page you can select an incident template or enter it completely from scratch. For this example we will do it from scratch so do not select a template.

Enter the basic info for the incident like title, date/time

Dress Code

☒ Incident details ☐ Pa

Incident template

No template ▼

Title required

Dress Code

Incident date required

Incident time required

7/28/2026



8:36 AM



Dress Code

Incident date required

Incident time required

7/28/2026



8:36 AM



Incident type required

Select ▼

—Select—

Missouri State Reporting^

Other Discipline

Teacher Referral

Missed Mandatory Tutoring

Select an incident type, if this is an ISS/ OSS incident it will need to be set to Missouri State Reporting^

If it's a warning or anything else you will generally select 'Other Discipline'. These incidents will not be reported.

Enter a description of the incident and location.

Description

Wearing a shirt advertising alcohol.

Time frame

Select

Location

Hallway

Click the 'Next' button to proceed to the participant selection page. This is where you will attach the students to the incident, click '+ Add participants'

Dress Code

☐ Incident details ☒ Participants ☐ Review

Participants

+ Expand all

+ Add participants

+ Add to selected



No participants added yet

Search and select the student(s).

Tip: It currently seems to search by first name.

Add participants

Student

> [Advanced filter](#)

	Wildcat, Willie NMN						
Student	9988776	Grade	9	Month	M	HS	SS

Roles
Set behaviors, actions, and objects for each assigned role.

Selected participants (1)

**Willie Wildcat**
Student 9988776 Grade 9 M
HSSS

Roles

Set behaviors, actions, and objects for each assigned role.

Begin by adding a role

[+ Add role](#)

Or choose a participant template

Select a template

Now we have Willie attached to the incident we need to specify his role click '+ Add role'

In this case, he's the Offender

Selected participants (1)

**Willie Wildcat**
Student 9988776 G
HSSS

Offender

Victim

Reporter

Witness



Roles

Set behaviors, actions, and c

[+ Add role](#)

Now we need to set the behavior, actions, and objects, we will start by clicking the + for Behaviors

**Roles**

Set behaviors, actions, and objects for each assigned role.

Offender

Manage roles

**Behaviors**

No behaviors assigned



**Actions**

No actions assigned



**Objects**

No objects assigned



Add participants ×

Offender Manage roles

Behaviors +

Dress Code [BEH 1] 🗑️

Behavior code required

Dress Code ▼

☒ Primary behavior

☐ Allegation

Since this example is NOT state reportable we can select any code from the dropdown, in this example we can use 'Dress Code' and set it as the primary behavior.

You can add multiple behaviors to an offender, this is useful if you have a state reportable incident that falls under 'Other Discipline' for reporting - you can then add a second, more specific code.

Dress Code ▼

☒ Primary behavior

☐ Allegation

[+ Add behavior](#)

⚡ Actions

Warning [ACT 1]

Action code required

Warning ▼

Assign action to required

Assign to participant ▼

Action begin date Action end date

📅

Action taken detail

Actual resolution date

📅

Duration code

Select ▼

Assigned duration

Now we can set the action for this participant, in this case it's a warning.

Tip: the Assign action to dropdown here automatically sets to Assign to participant so you don't need to change it.

As you scroll down there are several 'Action attributes' that need to be set - these are required for OCR/CRDC (Civil Rights) data collection and reporting. Generally, these would all be set to No for something that is not state reportable.

Action attributes

Alternate Placement Indicator^
No^

Expulsion Under Zero-Tolerance Policies^
No^

i Required only for CRDC

Expulsion Under Zero-Tolerance Policies^ comment

Mechanical Restraint^
Select

Modified Length^
Select

Physical Restraint^
Select

Referred to Law Enforcement Agency^
Select

Add participants ×

Bus Suspension [ACT 1] 🗑

[+ Add action](#)

Objects ⊕

None^ [OBJ 1] 🗑

Object code required
None^ 👤 

Object code comment

Description

Quantity

[+ Add object](#)

[Cancel](#) [Add participants](#)

Finally, under Objects we will set this one to 'None' since there was not any weapon involved.

Click the 'Add participants' button to proceed.

This screen will show you the participant details, if it looks correct, click the ‘Next’ button:

Dress Code

☐ Incident details ☒ Participants ☐ Review

Participants

- Collapse all + Add participants + Add to select

☐

WW

Willie Wildcat

Student 9988776 Grade 9 M HSSS

Offender

Offender

Behaviors

+

⚡ Actions

+

📁 Objects

+

Dress Code [BEH 1]

Primary

Bus Suspension [ACT 1]

None^ [OBJ 1]

⋮ Attributes

No attributes assigned

+ Add participants

✓ Added participant ✕

Today at 8:59 AM

Back Next Save Save and close

The last screen will be a review of the incident and participant details, you can 'Save' or 'Save and Close'

☐ Incident details

☐ Participants

☒ Review

☰ Incident Details

↑

Title

Dress Code

Incident date

07/28/2026

Incident time

08:36 AM

School

High School Summer School

Incident type

Other Discipline

Description

Wearing a shirt advertising alcohol.

Location

Hallway

Audit trail

Created by: ---

Last edited by: ---

Prepared by: ---

👤 Participants

↑

All roles ▾

All participants ▾

☐ Show empty fields - Collapse all

WW

Willie Wildcat

Student 9988776 Grade 9 M HSSS

Offender

↑

Role: Offender

👤 Behavior 1

Behavior code

Primary

Dress Code [BEH 1]

Yes

Cancel

Back

Save

Save and close

Admin Entry - Using Template

(This example is not a state reportable incident)

Incident Details

Dress Code

☒ Incident details ☐ Participants

Incident template

No template

Title required

Dress Code

Incident date required

7/28/2026



Incident time required

8:36 AM



Access Incident Management and click 'Create Incident'

Dress Code Violation

☒ Incident details ☐ Participants

Incident template

Dress Code Violation - Warning

Title required

Dress Code Violation

Incident date required

7/28/2026



Incident time required

9:05 AM



Incident type required

Other Discipline

School required

High School Summer School

Description

Location

Select

Partic
No pai
Audit
Create
Last e
Prepa

This time, select 'Dress Code Violation - Warning' from the template dropdown.

You will then see the Title and Incident type populate.

You can populate the date/time, description, and location.

Click the 'Next' button

Dress Code

☐ Incident details ☒ Participants ☐ Review

Participants

[+ Expand all](#) [+ Add participants](#) [+ Add to selected](#)

Click 'Add participants'



No participants added yet



Add participants ×

Student

> [Advanced filter](#)

	Wildcat, Willie NMN				
Student	9988776	Grade	9	M	HSSS

Roles
Set behaviors, actions, and objects for each assigned role.

Search and select the student(s).

Tip: It currently seems to search by first name.

This time, let's use the template for dress code warning so click the 'Select a template' dropdown

Willie Wildcat
Student 9988776 Grade 9 M
HSSS

Roles
Set behaviors, actions, and objects for each assigned role.

Begin by adding a role

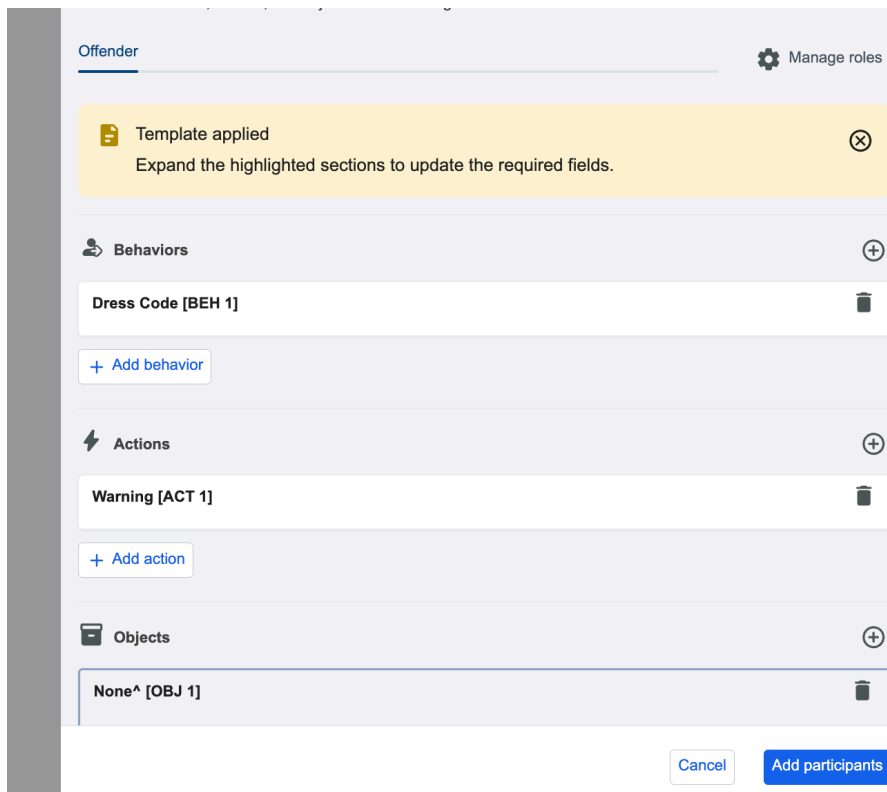
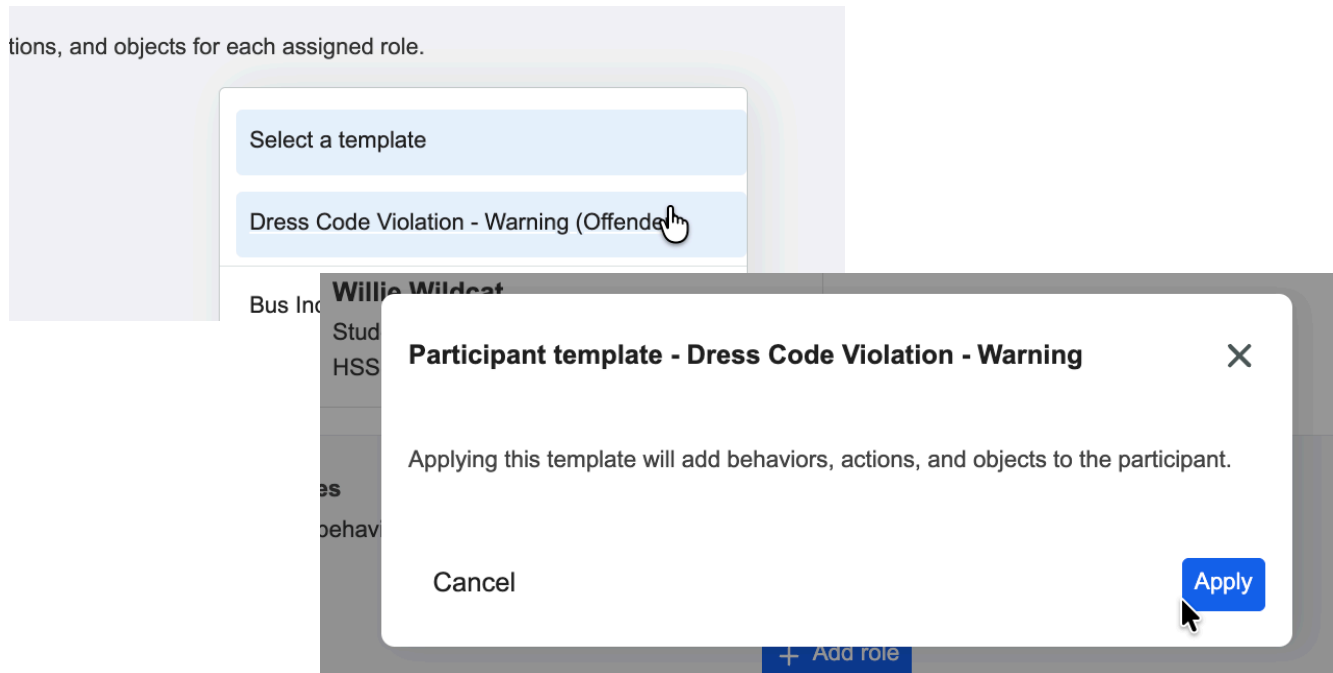
[+ Add role](#)

Or choose a participant template

Select a template



When you select a template, confirm you wish to apply it to the participant:



You will see the Behaviors, Actions, etc. populate and you can just click 'Add participants'

You can then proceed to review and save the incident

Dress Code Violation

☐ Incident details

☐ Participants

☒ Review

Incident Details

Title

Dress Code Violation

Incident date

07/28/2026

Incident time

09:05 AM

School

High School Summer School

Incident type

Other Discipline

Audit trail

Created by: ---

Last edited by: ---

Prepared by: ---

Participants

All roles

All participants

☐ Show empty fields - [Collapse all](#)



Willie Wildcat

Student 9988776 Grade 9 M HSSS

Offender

Role: Offender

Behavior 1

Behavior code	Primary
Dress Code [BEH 1]	Yes

Action 1

Action code
Warning [ACT 1]

Object 1

Object code
None^ [OBJ 1]

Admin Entry

Using Template for a Reportable Incident

Incident Details

Dress Code

☒ Incident details ☐ Pa

Incident template

No template

Title required

Dress Code

Incident date required

7/28/2026

Incident time required

8:36 AM

Access Incident Management and click 'Create Incident'

Vape Possession

☒ Incident details ☐ Participants

Incident template

ISS/OSS Discipline

Title required

Vape Possession

Incident date required

7/28/2026

Incident time required

9:34 AM

Incident type required

Missouri State Reporting^

School required

High School Summer School

Description

Location required

Select

Location description

Prepared by

Participants

No participants

Audit trail

Created by: ---

Last edited by: ---

Prepared by: ---

This time, select 'ISS/OSS Discipline' from the template dropdown.

You can populate the date/time, description, and location.

Click the 'Next' button

Dress Code

☐ Incident details ☒ Participants ☐ Review

Participants

[+ Expand all](#) [+ Add participants](#) [+ Add to selected](#)

Click 'Add participants'



No participants added yet



Add participants ×

Student

> [Advanced filter](#)

	Wildcat, Willie NMN				
Student	9988776	Grade	9	M	HSSS

Roles
Set behaviors, actions, and objects for each assigned role.

Search and select the student(s).

Tip: It currently seems to search by first name.

Click the 'Select a template' dropdown

Willie Wildcat

Student 9988776 Grade 9 M HSSS

Roles
Set behaviors, actions, and objects for each assigned role.

Begin by adding a role

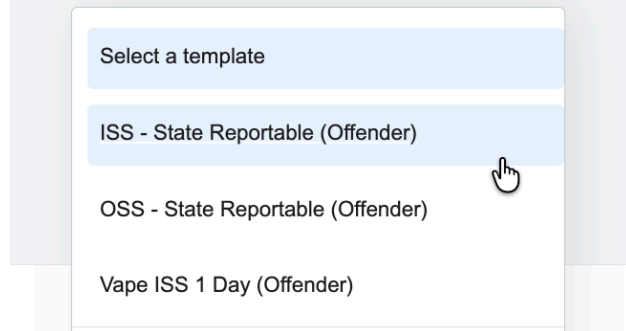
[+ Add role](#)

Or choose a participant template

Select a template



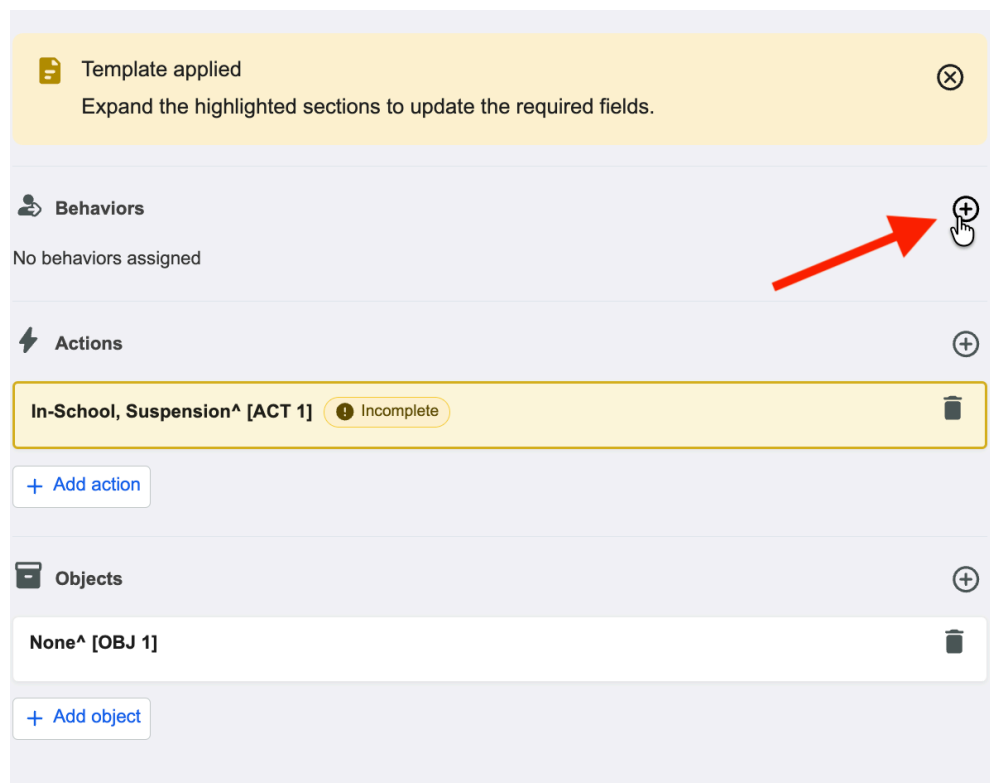
ects for each assigned role.



A screenshot of a dropdown menu for selecting a template. The menu is open, showing four options: 'Select a template' (highlighted in light blue), 'ISS - State Reportable (Offender)' (highlighted in light blue), 'OSS - State Reportable (Offender)', and 'Vape ISS 1 Day (Offender)'. A mouse cursor is hovering over the 'ISS - State Reportable (Offender)' option.

You can select ISS or OSS - state reportable from the dropdown

This will pre-fill the 'Actions' and 'Objects' but we need to set the Behaviors.



A screenshot of a form interface. At the top, a yellow notification bar says 'Template applied' and 'Expand the highlighted sections to update the required fields.' Below this, there are three main sections: 'Behaviors', 'Actions', and 'Objects'. The 'Behaviors' section has a plus icon and a red arrow pointing to it. The 'Actions' section has a plus icon and a list item 'In-School, Suspension^ [ACT 1]' with an 'Incomplete' status. The 'Objects' section has a plus icon and a list item 'None^ [OBJ 1]'. Each section has a '+ Add' button below it.

New behavior [BEH 1]

Behavior code required

Select ▼

- Dress Code
- Drugs^
- E-Cigarettes^**
- Fighting
- Harassment, Bullying & Intimidation^
- Littering
- Missed ASD/EDT
- Other Offenses^
- Physical Attack^
- Physical Touch

Because this is a state reportable incident we need to use a code with the caret (^) symbol as the primary behavior.

It's important that any ISS/OSS incidents have a state reportable code in the Behaviors, Actions, and Objects fields.

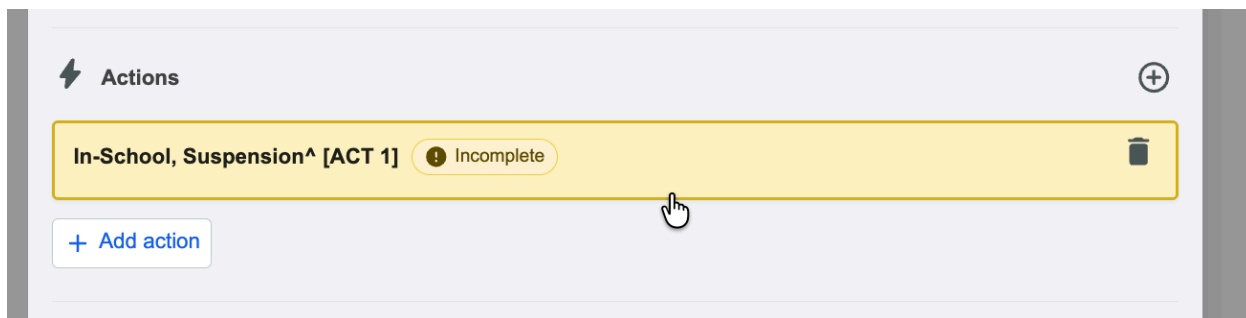
In this example E-Cigarettes^ is used for vape reporting but because the state reporting code of 'Other Offenses^' covers a lot of common incidents like cheating, defiance/disrespect, disruptive behavior, tardiness, etc. you will often want to add a second, more detailed behavior code, you can add as many as you need.

Behaviors

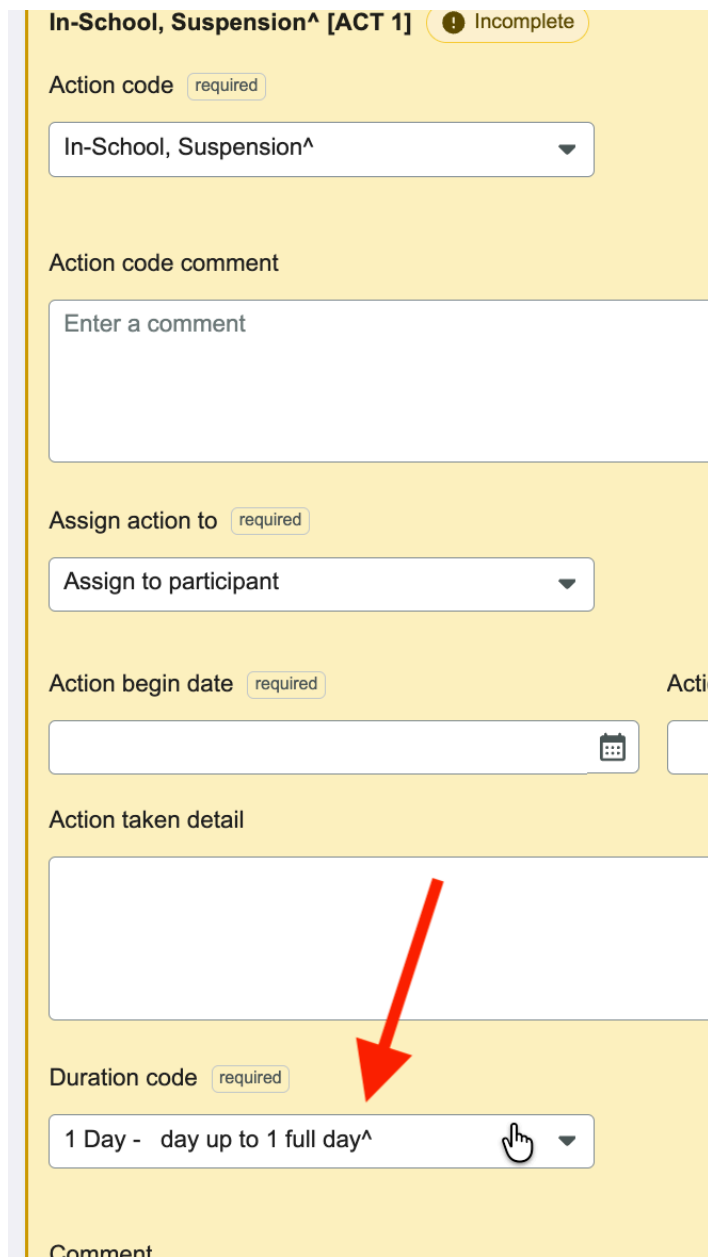
E-Cigarettes^ [BEH 1]

[+ Add behavior](#)

Moving down to 'Actions' you will notice it says Incomplete, the template fills in many of the values but is still generic enough that you will need to expand to enter specifics like duration:



For ISS and OSS incidents it's important to populate the 'Duration code' since this is the value reported.



In-School, Suspension^ [ACT 1] ! Incomplete

Action code required
In-School, Suspension^

Action code comment
Enter a comment

Assign action to required
Assign to participant

Action begin date required

Action taken detail

Duration code required
1 Day - day up to 1 full day^

Comment

Action attributes

Alternate Placement Indicator^

No^

Expulsion Under Zero-Tolerance Policies^

No^

i Required only for CRDC

Expulsion Under Zero-Tolerance Policies^ comment

Mechanical Restraint^

No^

i Required only for CRDC

Mechanical Restraint^ comment

Modified Length^

No^

Physical Restraint^

No^

i Required only for CRDC

Cancel

Add participants

The CRDC/OCR (Office of Civil Rights) data is pre-filled by the template to 'No' but you can change if it applies.

When you're finished you can click 'Add participants':

Participant attributes

These apply to the participant across all roles, not to a specific role.

No attributes assigned

Cancel

Add participants

You can then proceed to verify the details and save:

Incident Details

Vape Possession

☐ Incident details ☒ Participants ☐ Review

Participants

- Collapse all [+ Add participants](#) [+ Add to selected](#)

☐  **Willie Wildcat** Offender   

Student 9988776 Grade 9 M HSSS

Offender

 Behaviors 

 Actions 

 Objects 

E-Cigarettes^ [BEH 1]  

Primary

In-School, Suspension^ [ACT 1]  

07/28/2026 – 07/28/2026

None^ [OBJ 1]  

 **Attributes** No attributes assigned

[+ Add participants](#)

[Cancel](#)

[Back](#)

[Next](#)

[Save](#)

[Save and close](#)

Teacher Entry - Teacher Side



PowerSchool SIS

Navigation

- PowerTeacher Pro
- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Student Directory
- Reports
- Student Observations

Current Classes

Exp	Course
Wts(A)	SS English I PowerTeacher Pro

Teachers can click ‘Student Observations’ from the left side menu of the teacher portal.

Click 'Create observation'

Student Observations and Referrals

Filters

All participants

Active statuses

All observation dates

+ Create observation

Title	Date	Participants	Status	Outcomes	Last updated	Actions
-------	------	--------------	--------	----------	--------------	---------

Search/filter for only students in your classes or change the 'Type' dropdown to Any student and search the whole school.

Create observation

Participants

Type Filter by class Name

My student Select Select value + Add

Create observation

Participants

Type Name

Any student + Add

Search for and select a student then click the + Add button:

Participants

Type Name

Any student X

[+ Add](#) [Add selected student](#)

Select the student's role in the incident:

Type Name

Any student + Add

Participant 1: Student

Wildcat, Willie NMN

Role

[+ Offender](#) [+ Victim](#) [+ Witness](#) [+ Reporter](#)

Enter specifics like date/time and details, then click the 'Submit as referral' button when ready

Details

Observation date required

7/28/2026



Observation time required

10:23 AM



Time frame

During School Hours



Location

Classroom



Location description

Title required

Disruptive Behavior

Description

Willie repeatedly interrupted the instructor by talking loudly over the lesson and making disruptive noises. When asked twice to lower his voice and refocus on the material, Willie refused to comply, stood up from his desk, and began pacing around the classroom while making distracting comments to his peers.

Characters: 309/4000

Remediation

Comments

I tried verbally redirecting him twice and he ignored me. Sent to office.

Characters: 74/250

[Cancel](#)

[Save observation](#)

[Submit as referral](#)

Admin users can view any pending teacher referrals by going to the main Incident Management page (People -> Students -> All Incidents) and changing the Incident Element to 'Incident Type'

[View Dashboard](#)

Incident Counts by Incident Type

Date Range
Current School Year
06/01/2026 to 07/28/2026

3
Missouri State Reporting^

7
Other Discipline

2
Teacher Referral

Incident Element
Incident Type

Then clicking on the 'Teacher Referral' button to show only the teacher referrals that have not yet been resolved by admin. You can then click the Title to open that referral

Incident Counts by Incident Type

Date Range
Current School Year
06/01/2026 to 07/28/2026

3
Missouri State Reporting^

7
Other Discipline

2
Teacher Referral

Incident Element
Incident Type

Create Incident

Filter (1)

Incident Type

Incident Type
=
Teacher Referral

ID
=

Clear
Apply

1-2 of 2 Incidents

	ID	Title	Incident Type	Observation Status	Incident Date	Incident Location	School
☐	30114	Throwing Food	Teacher Referral		07/20/2026 01:41 PM	Cafeteria	Neosho High School
☐	30177	Disruptive Behavior	Teacher Referral	Referred	06/16/2026 10:23 AM	Classroom	High School Summer School

Rows/Page 600

Admin can then review the incident and in this case the student will receive a day of ISS which is reportable so we will change the type to Missouri State Reporting

Disruptive Behavior

Incident ID: 30177

Incident details

Incident template

No template

Title required

Disruptive Behavior

Incident date required Incident time required

6/16/2026 10:23 AM

Incident type required

Teacher Referral

[Return with feedback](#) [Close observation](#)

School required

High School Summer School

Description

Willie repeatedly interrupted the instructor by talking noises. When asked twice to lower his voice and get up from his desk, and began pacing around the classroom.

Incident type required

Missouri State Reporting^

—Select—

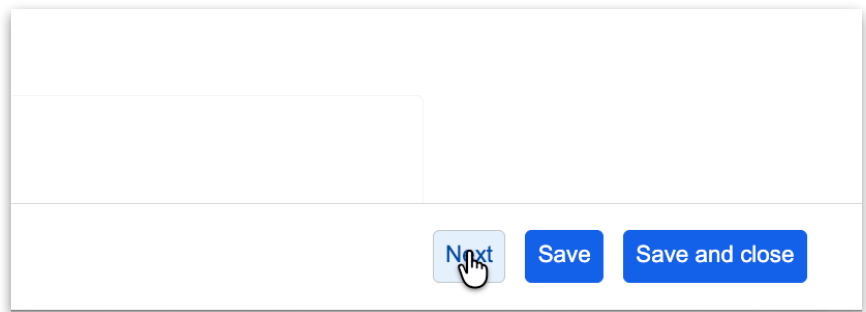
Missouri State Reporting^

Other Discipline

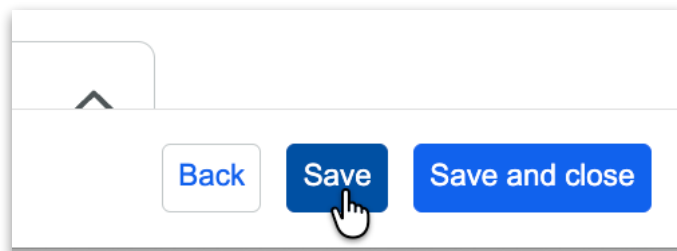
Teacher Referral

Missed Mandatory Tutoring

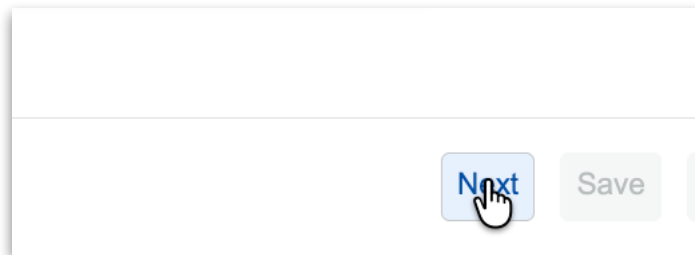
Click the 'Next' button at the bottom



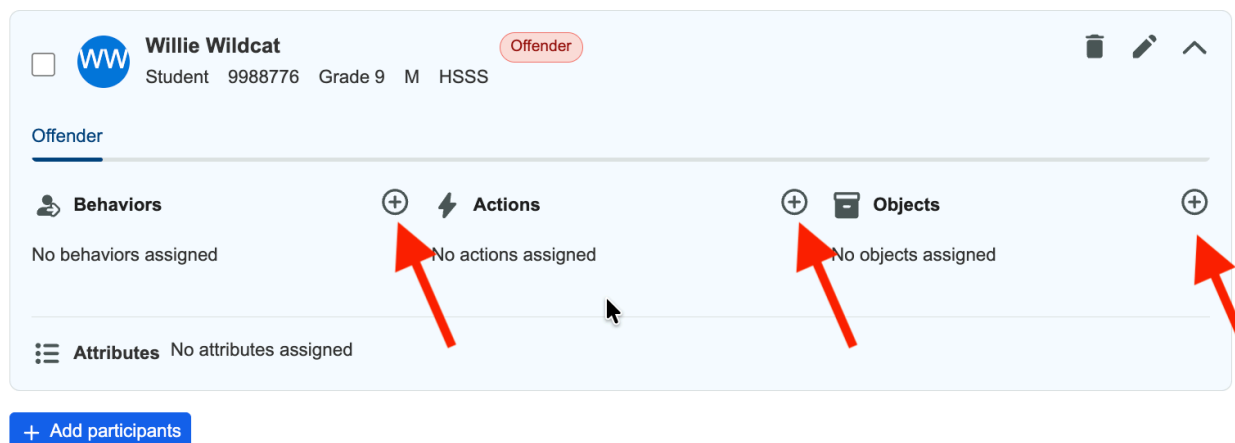
Then click 'Save' on the next page



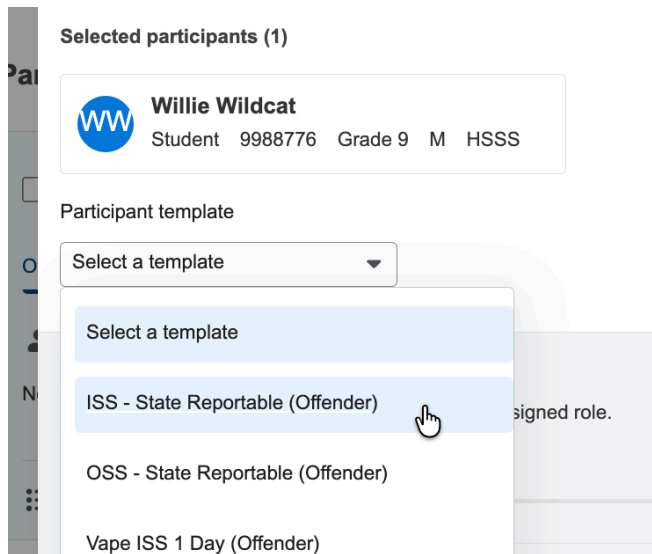
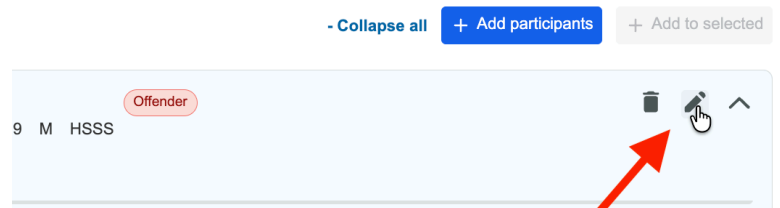
Now that the teacher referral has been saved as a discipline incident we can click the 'Next' button to assign participant actions:



From here you can click the + to add behaviors, actions, and objects to the student



Since we have a template for much of the data needed we will click the pencil icon



We can then select the ISS - State Reportable template

The template will pre-populate a lot of data behind the scenes but tries to be somewhat generic so it does not assign a behavior.

Click the + button on the behaviors row to add the behavior.

Roles
Set behaviors, actions, and objects for each assigned role.

Offender Manage roles

Behaviors
No behaviors assigned

Actions
In-School, Suspension^ [ACT 1] Incomplete

Objects
None^ [OBJ 1]

Behaviors

New behavior [BEH 1]

Behavior code required

Select

- Littering
- Missed ASD/EDT
- Other Offenses^
- Physical Attack^

Since this is a state reportable incident we will have to select a code with the caret (^) as the primary behavior.

This is a situation where 'Other Offenses' covers the behavior but is pretty generic so we will want to add another behavior code in addition to this one.

Below the state reportable code, click 'Add behavior' and select an additional, more detailed code from the dropdown.

Behaviors

Other Offenses^ [BEH 1]

New behavior [BEH 2]

Behavior code required

Select

☐ Primary behavior

☐ Allegation

+ Add behavior

Actions

In-School, Suspension^ [ACT 1] Incomplete

Action code required

In-School, Suspension^

Action code comment

Enter a comment

Assign action to required

Assign to participant

Action begin date required

Action end date required

Action taken detail

Duration code required

1 Day - day up to 1 full day^

Comment

Enter a comment

Assigned duration

Cancel Update participant

Click the actions section and set at least the required fields.

Make sure the Duration code is a reportable value (ending in a ^) if this is an ISS or OSS incident.

The OCR/CRDC values are prefilled to No to save time for most incidents but can be changed if needed.

Finally, click Update participant.

Verify the information on the next screen, click the 'Next' button to proceed to the summary/review and then save.

Disruptive Behavior

Incident ID: 30177

[Change reasons](#) [Change history](#)

☐ Incident details ☒ Participants ☐ Review

Participants

[- Collapse all](#) [+ Add participants](#) [+ Add to selected](#)

☐

WW

Willie Wildcat

Offender

Student

9988776

Grade 9

M

HSSS

Offender

Behaviors

+

Actions

+

Objects

+

Other Offenses^ [BEH 1]

Primary

In-School, Suspension^ [ACT 1]

07/28/2026 – 07/28/2026

Disruptive Behavior [BEH 2]

None^ [OBJ 1]

Attributes

No attributes assigned

[+ Add participants](#)

[Cancel](#) [Delete](#)

[Back](#) [Next](#) [Save](#) [Save and close](#)

Teachers can view the details of their referrals from the Student Observations page.

The screenshot displays the 'Student Observations and Referrals' interface. A modal window titled 'Observation details' is open, showing tabs for Status, Participants, Details, Remediation, and Outcomes. The 'Outcomes' tab is selected, displaying a message about changes to participants or behaviors/actions added by an admin. Below this, it lists 'Student participants' (Student: Wildcat, Willie NMN, Role: Offender) and 'Behaviors & Actions' (Behavior: Disruptive Behavior, Behavior: Other Offenses^, Action: In-School, Suspension^).

The main page shows a table of observations with filters for participants, active statuses, and observation dates. The table has columns for Title, Date, Participants, Status, Outcomes, and Last updated.

Title	Date	Participants	Status	Outcomes	Last updated
Disruptive Behavior	6/16/2026	Wildcat, Willie	Accepted		7/28/2026
Disruptive Behavior	6/8/2026	Wildcat, Willie	Accepted		7/27/2026
Test 3	6/2/2026	Wildcat, Willie	Accepted		7/27/2026