



Nova Scotia Public Education System

Recording Behavioural Incidents in PowerSchool Admin

User Guide

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1 OVERVIEW

The [Provincial School Code of Conduct Policy](#) directs all staff to immediately report any incidents of unacceptable behaviour.

Staff responsible for documenting incidents must do so in either **PowerSchool Admin** or **PowerTeacher**:

- **PowerSchool Admin** provides access to select any student enrolled in the school, and is used by most staff, for example:
 - administrators (principals/vice-principals) and administrative assistants
 - classroom and specialist teachers, school counsellors
 - student support workers
 - teacher assistants
 - early childhood educators
- **PowerTeacher** is *only* used by classroom teachers to select students in their class(es).

Notification: Both options automatically notify administration that an incident has been reported. An email notification will be sent to you once an action/consequence has been entered by administration.


2 RECORDING AN INCIDENT IN POWERSCHOOL ADMIN

1. Log into **PowerSchool Admin** using your login credentials.
2. Search to find and select a student (see [Searching for Students in PowerSchool](#) for additional information).
3. Under the **Incidents and Log Entries** menu, click on “Incident Tracking.”
4. To add a new incident, click on **Incident Referral for Unacceptable Behaviours**, then select “Add New Unacceptable Behaviour Incident”.
5. Add the required data into the **Incident Referral Form for Unacceptable Behaviour**.

The screenshot shows the PowerSchool SIS interface. The top section is the 'Administrator Sign In' page, which includes fields for 'Username' and 'Password', a 'Sign In' button, and a timestamp '05/07/2025 11:08 AM 24.3.0' with a link to 'Click here to access PowerTeacher'. Below this is the 'Student Search' section, which displays a search bar with 'Adkins, Maxine (1/236)' and a location pin icon. Below the search bar, it shows 'Student Number: 3500002443', 'Grade: 12', and 'HMRM:'. A 'TINET' button is visible. The 'Student Profile' section shows a list of menu items: 'Incidents and Log Entries' (highlighted with a red box), 'Incident Tracking' (highlighted with a red box), and 'More'.

Unacceptable Behaviour - New Incident Referral

Incident Referral Form for Unacceptable Behaviour

Student	Acker, Laura (3500000785)
School	Rocky Shore School
Date of Incident	MM/DD/YYYY 
Approximate Time of Incident	(Please select) ▼ *
Location:	(Please select) ▼ *
Did you witness the event?	<input type="radio"/> Yes <input checked="" type="radio"/> No *
Primary Unacceptable Behaviour Incident	(Please select) ▼ *
Secondary Unacceptable Behaviour Incident (if applicable)	(Please select) ▼
Description	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <small>Approximately 2000 characters left</small>
Person(s) Impacted	(Please select) ▼ *

Submit

- **Date of Incident:** Click on the calendar icon to select the date the incident occurred.
- **Approximate Time of Incident:** From the dropdown list, select the time of day the incident occurred.
- **Location:** Select the location where the incident took place. When choosing “Classroom”, “Gym”, or “Lab” as the location, an additional required field appears asking if an evacuation of the location was required.
- **Did you witness the event?:** Indicate if you, as the person reporting the incident, witnessed the event.
- **Primary Unacceptable Behaviour Incident:** From the dropdown list select the type of Primary Unacceptable Behaviour being reported. Only one incident can be selected as the primary incident.

- Note: When you select an unacceptable behaviour, there is a brief description of the selected behaviour under the box:

Primary Unacceptable Behaviour Incident

Insubordination

*

Behaviour that disregards directives or established expectations in the class or school environment or disregards direct instructions provided by staff.

- Some incidents, when selected, will display a required **Primary Sub-Incident Type** dropdown list. For example, if selecting “Bullying” as the primary incident, the following dropdown list appears:

Primary Sub-Incident Type

(Please select)

*

(Please select)

Physical

Verbal

Cyber

- **Secondary Unacceptable Behaviour Incident:** If applicable, select the type of Secondary Unacceptable Behaviour being reported. Only one incident can be selected as the secondary incident. Depending on the incident selected, you may be required to provide a **Secondary Sub-Incident Type**.
- **Description:** Describe the incident, providing factual information only.
- **Related Incidents (if applicable):** If the incident you are entering has a direct link to another incident, click on the **+ icon**, a list of possible related incidents will pop up. The incidents displayed are those incidents that occurred in the same day in the same school.

Related Incidents:
(link referrals together)

Related Incidents

+

Check the related incident(s) and click **OK**.

ID

Linkable related incidents

✓

304148

Patrick, Darnell (Bullying/Cyberbullying)

Ok

The selected related incident is added to the related Incidents box.

If you have made a mistake you can click on the student's name and the recently selected incident will disappear.

- Person(s) Impacted:** Select the incident target from the dropdown list.
 When selecting "Student" as the incident target, an "Add" button will appear allowing you to add any impacted students.
 - Note: Only add students who are directly impacted.

- Click **Submit**.

3 ACCESSING INCIDENTS IN POWERSCHOOL ADMIN

To view an existing incident in **PowerSchool Admin**, click on **Incident Referrals for Unacceptable Behaviours**, then click on the **pencil icon** to open a specific incident for review.

Record ID	Grade Level	Primary Unacceptable Behaviour Incident	Primary Sub-Incident Type	Secondary Unacceptable Behaviour Incident	Secondary Sub-Incident Type	Incident Date	Incident Location	Submitted By	Submitted On	Modified By	Person(s) Impacted	Actions/Consequences
312658	12	Racist behaviour		Bullying	Verbal	05/01/2025	Classroom	Teem, Aaron	05/07/2025 11:21 AM	Teem, Aaron		Restorative approaches

Once the incident is submitted, you can view it but not edit it. If you need to edit the incident, you must see the school administrator.