

Reports:

The report feature allows you to share information with your school administrators and counselors about incidents happening at your school. The report types available to you may be different. *IE: Bullying, Drugs and Alcohol on Campus, Weapons on Campus, Suicide or Self Harm Concerns, etc.*

TO SUBMIT A REPORT:

- 1) Select the Message Group.
- 2) Tap the "Report" icon in the bottom tray.
- 3) Select the Report type to complete.
- 4) Complete the Report form, entering as much detail as possible.
- 5) Decide whether to submit your report anonymously or share your name (if allowed) and tap "Send".
- 6) Thank you for helping keep your school safe!

Please Note: After submitting a report, a temporary chat group may appear if an administrator needs to reach out to you for more information.

