

# ACCESSING SAFE SCHOOLS INCIDENT REPORTS (SSIRs) BY STUDENT NAME IN EBASE

To find a history of SSIR reports for a particular student, you can search this from "My Status" in eBase (please see screen shot below) with the filters shown. In the "value" box, you can type in the student's name. You can narrow your search down to a particular school and zone if you would like.

Form Logic My Status

Presets  
None

By default **Completed**, **Cancelled** statuses are not included

Filters

Facility

- Alberton Maintenance & Storage Facility
- Atikokan High School
- Confederation College - FHS
- Crossroads School
- Donald Young School
- Education Centre
- Fort Frances High School
- J.W. Walker School

Zones

- Atikokan
- Fort Frances

Only show actionable

Workflow

- RRDSB Incident Reporting

Status

Due by

- Any -

Has discussion

Has unread discussion

Search

Student Name(s) (Click ' ▾

Value

Apply

Save Clear

Type in Student Name