

###### Referral Form Examples

Version 4.4

August 2010

##### **Anne W. Todd, Rob Horner, Celeste Rossetto Dickey**

## **Intended Audience**

Referral form examples are for School Administrators, school teams and SWIS Facilitators to use as a guide for developing an office discipline referral form.

## **Description**

The three available referral form examples are each compatible with SWIS. Each example is formatted differently, in size of paper, actual categories on the form, extra information options, and the order of the information to be recorded.

### Example A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SWIS**TM **OFFICE DISCIPLINE REFERRAL FORM** | | | | | |
| **Student(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referring Staff \_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level \_\_\_\_ Date \_\_\_\_\_\_ Time \_\_\_** | | | | | |
| **Location**  Classroom  Playground  ****Commons/common area  Hallway/ breezeway   East West North South | ****Cafeteria  Bathroom/restroom  Gym  Library | | Bus loading zone  ****Parking lot  ****On bus  Special event/assembly/ field trip | | Other **\_\_\_\_\_\_\_\_\_\_** |
| **Problem Behaviors (check the most intrusive)** | | | | | |
| **MINOR**   Inappropriate lang.  Physical contact  Defiance/disrespect/ non-compliance  Disruption   Dress Code  Technology violation  Property misuse  Tardy  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **MAJOR**  Abusive lang./ inappropriate language  Fighting  Physical aggression  Defiance/disrespect/ insubordination/non-compliance  Harassment/ tease/ taunt  ability religious racial  gender sexual    Disruption  Inappropriate Display of  Affection  Technology Violation | | Tardy  Skip class  Forgery/ theft  Dress code  violation  Lying/cheating  Tobacco  Alcohol/drugs  Combustibles | Off School  Location  Vandalism   Property damage  Bomb threat  Arson    Weapons  Other **\_\_\_\_\_\_\_\_\_\_** |
| **Possible Motivation**  Obtain peer attention Avoid tasks/activities Don’t know  Obtain adult attention Avoid peer(s) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Obtain items/ activities Avoid adult(s) | | | | | |
| **Others Involved**  None Peers Staff Teacher Substitute UnknownOther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Administrative Decision**  Time in office Detention  Saturday School  In-school suspension **Days** \_\_\_\_\_\_    Loss of privilege Parent contact  Individualized instruction Out-of-school suspension **Days** \_\_\_\_\_    Conference with student Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Comments:** | | | | | |

##### **Example B**

Office Referral Form

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_ Playground Library

**Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cafeteria Bathroom

A B C

**Grade:** K 1 2 3 4 5 6 7 8 Hallway Arrival/Dismissal

**Referring Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom Other \_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Minor Problem Behavior** | **Major Problem Behavior** | | **Possible Motivation** |
| * Inappropriate language * Physical contact * Defiance * Disruption * Dress Code * Property misuse * Tardy * Electronic Violation * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Abusive language * Fighting * Physical aggression * Defiance/Disrespect * Harassment/Bullying * Dress Code * Inappropriate Display Aff. * Electronic Violation * Lying/ Cheating * Skipping class * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | * Obtain peer attention * Obtain adult attention * Obtain items/activities * Avoid Peer(s) * Avoid Adult * Avoid task or activity * Don’t know * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Administrative Decision** | | | |
| * Loss of privilege * Time in office * Conference with student * Parent Contact | | * Individualized instruction * In-school suspension (\_\_\_\_hours/ days) * Out of school suspension (\_\_\_\_\_ days) * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Others involved in incident:** None Peers Staff Teacher Substitute

Unknown Other

**Other comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I need to talk to the students’ teacher I need to talk to the administrator

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All minors are filed with classroom teacher. Three minors equal a major.**

**All majors require administrator consequence, parent contact, and signature.**

### Example C

###### Office Discipline Referral Form

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_**

**Referring Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_**

**Others involved:**  no one peers teacher staff substitute  unknown

**Issue of Concern Location** **Possible Motivation**

**Major Problem Behaviors**

 Abusive lang  Playground Attention from peer(s)

 Fighting

Physical agg  Cafeteria  Attention from adult(s)

 Harassment  Hall  Avoid peer(s)

 Defiance/Disrespect  Bathroom  Avoid adult(s)

 Tardy  Entrance  Avoid work

 Dress code  Classroom  Obtain item(s)

 Electronic violation  Commons  Don’t know

Disruption  Other \_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_

**What happened?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consequences

 time out/detention  loss of privilege\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 conference w/ student  in-school suspension **days \_\_\_\_\_\_**

 parent contact  out-of-school suspension **days \_\_\_\_\_\_\_**

 other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Follow up Agreement**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What rule(s) did you break**? (Circle)

**Be Safe Be Respectful Be Responsible**

2. **What will you do differently next time?**

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adult signature(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_