



Documentation Project

Referral Form Examples

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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, and the order of the information to be recorded.

Example A

SWIS™ OFFICE DISCIPLINE REFERRAL FORM

Student(s) _____ **Referring Staff** _____ **Grade Level** _____ **Date** _____ **Time** _____

Location

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bus loading zone | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Bathroom/restroom | <input type="checkbox"/> Parking lot | |
| <input type="checkbox"/> Commons/common area | <input type="checkbox"/> Gym | <input type="checkbox"/> On bus | |
| <input type="checkbox"/> Hallway/ breezeway | <input type="checkbox"/> Library | <input type="checkbox"/> Special event/assembly/ field trip | |

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./ inapprop. lang
- Fighting/ physical aggression
- Defiance/disrespect/insubordination/non-compliant
- Harassment/ tease/ taunt
- Disruption
- Inappropriate Display of Affection
- Technology Violation
- Tardy

- Skip class/ truancy
- Forgery/ theft
- Dress code violation
- Lying/cheating
- Tobacco
- Alcohol/drugs
- Combustibles
- Off School Location
- Vandalism
- Property damage
- Bomb threat
- Arson
- Weapons
- Other _____

Possible Motivation

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Obtain peer attention | <input type="checkbox"/> Avoid tasks/activities | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Avoid peer(s) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Obtain items/ activities | <input type="checkbox"/> Avoid adult(s) | |

Others Involved

- None Peers Staff Teacher Substitute Unknown Other _____

Administrative Decision

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Time in office | <input type="checkbox"/> Detention | <input type="checkbox"/> Saturday School | <input type="checkbox"/> In-school suspension |
| <input type="checkbox"/> Loss of privilege | <input type="checkbox"/> Parent contact | <input type="checkbox"/> Individualized instruction | <input type="checkbox"/> Out-of-school suspension |
| <input type="checkbox"/> Conference with student | <input type="checkbox"/> Other _____ | | |

Comments:

Example B

Office Referral Form

Name: _____ **Location**
Date: _____ **Time:** _____ " Playground " Library
Teacher: _____ " Cafeteria " Bathroom
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 " Overt Defiance " Harassment/Bullying " Dress Code " Tardy " 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	" passing area	" Avoid peer(s)
" overt defiance	" bathroom	" Avoid adult(s)
" tardy	" parking lot	" Avoid work
" dress code	" classroom	" Obtain item(s)
" electronic violation	" restricted area	" Other _____
" other _____	" special event	" Don't know

Minor Problem Behaviors

" inappropriate. lang	" common area _____
" disruption	" other _____
" property misuse	
" non-compliance	
" tardy	
" other _____	

What happened? _____

Consequences

" lose recess	" lose other privilege _____
" conference	" in-school suspension
" parent contact	" out-of-school suspension
" follow up agreement	

Follow up Agreement

Name: _____ Date: _____

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

Be Safe Be Respectful Be Responsible

2. **What did you want?**

I wanted attention from others	I wanted to be in control of the situation
I wanted to challenge adult(s)	I wanted to avoid doing my work
I wanted to be sent home	I wanted revenge
I wanted to cause problems because I feel miserable inside	
I wanted to cause others problems because they don't like me	
I wanted _____	

3. **Did you get what you wanted?** yes no

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

I will be _____ by _____

5. **Student signature:** _____

6. **Adult signature(s):** _____