

Office Referral Form

Name: _____

Location

Date: _____ **Time:** _____

Playground Library

Teacher: _____

Cafeteria Bathroom

Grade: _____

Hallway Arrival/Dismissal

Referring Staff: _____

Classroom Other _____

Please select the behavior that reflects the primary or most significant reason for referral to the office. Only one behavior should be checked

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Property misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting <input type="checkbox"/> Physical aggression <input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Harassment//tease/taunt Ability Gender Religious Sexual Racial / Ethnicity <input type="checkbox"/> Dress Code <input type="checkbox"/> Inappropriate Display Aff. <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Skipping class <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____
Administrative Decision		
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Other _____	

Others Involved

None Peers Staff Teacher Substitute

Unknown Other

Additional Comments:

SCHOOL DISTRICT OF



F O R T • A T K I N S O N

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): _____