**Effective Office-managed Referral Form Information**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. On your campus, is there a clear distinction between

Teacher-Managed versus Office-Managed problem behaviors? **Yes No**

2. If yes, is the distinction documented and available for staff

reference? **Yes No**

3. Is there a set of definitions that clearly define all **Yes No**

behavior categories on the Office-Managed Discipline form?

4. Does your school’s Office-Managed Referral form include the

following categories?

1. Student’s Name **Yes No**
2. Student’s Grade Level **Yes No**
3. Student’s Ethnicity**\*** **Yes No**
4. Date **Yes No**
5. Time of Incident **Yes No**
6. Location of the Incident  **Yes No**
7. Referring Staff  **Yes No**
8. Problem Behavior **Yes No**
9. Possible Motivation**\*** **Yes No**
10. Others Involved **Yes No**
11. Administrative Decision **Yes No**

***\* These are necessary for accurate data collection.***