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

<table>
<thead>
<tr>
<th>Student(s)</th>
<th>Referring Staff</th>
<th>Grade Level</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

**Location**

- Classroom
- Cafeteria
- Bus loading zone
- Playground
- Bathroom/restroom
- Parking lot
- Commons/common area
- Gym
- On bus
- Hallway/breezeway
- Library
- 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
- Disruption
- Inappropriate Display of Affection
- Technology Violation
- Tardy

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

**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
- Loss of privilege
- Parent contact
- Individualized instruction
- Out-of-school suspension
- Conference with student
- Other

**Comments:**
**Office Referral Form**

**Name:** ____________________________  
**Location:** Playground

**Date:** __________  
**Time:** ________

**Teacher:** ____________________________  
**Library**

**Grade:** K 1 2 3 4 5 6 7 8  
**Bathroom**

**Referring Staff:** ____________________________  
**Arrival/Dismissal**

**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

<table>
<thead>
<tr>
<th>Issue of Concern</th>
<th>Location</th>
<th>Possible Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Problem Behaviors</td>
<td>playground</td>
<td>Attention from peer(s)</td>
</tr>
<tr>
<td>abusive lang</td>
<td>cafeteria</td>
<td>Attention from adult(s)</td>
</tr>
<tr>
<td>fighting/physical agg</td>
<td>passing area</td>
<td>Avoid peer(s)</td>
</tr>
<tr>
<td>harassment</td>
<td>bathroom</td>
<td>Avoid adult(s)</td>
</tr>
<tr>
<td>overt defiance</td>
<td>parking lot</td>
<td>Avoid work</td>
</tr>
<tr>
<td>tardy</td>
<td>classroom</td>
<td>Obtain item(s)</td>
</tr>
<tr>
<td>dress code</td>
<td>restricted area</td>
<td>Other _____________</td>
</tr>
<tr>
<td>electronic violation</td>
<td>special event</td>
<td>Don’t know</td>
</tr>
<tr>
<td>other</td>
<td>common area</td>
<td>____________________</td>
</tr>
<tr>
<td>Minor Problem Behaviors</td>
<td>other</td>
<td>____________________</td>
</tr>
<tr>
<td>inappropriate. lang</td>
<td></td>
<td></td>
</tr>
<tr>
<td>disruption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>property misuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>non-compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>tardy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 challenge adult(s)
   I wanted to be sent home
   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): ____________________