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.
**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
- Other
- Playground
- Bathroom/restroom
- Parking lot
- Hallway/breezeway
- Gym
- On bus
- 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**
- Abuse lang./inapprop. lang.
- Fighting/physical aggression
- Defiance/disrespect/insubordination/non-compliant
- Harassment/tease/taunt
- Disruption
- Inappropriate Display of Affection
- Technology Violation
- Tardy
- 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
- Loss of privilege
- Parent contact
- Individualized instruction
- Out-of-school suspension
- Conference with student
- Other
Office Referral Form

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ___________ Time: _________</td>
<td>☐ Playground ☐ Library</td>
</tr>
<tr>
<td>Teacher: ________________________</td>
<td>☐ Cafeteria ☐ Bathroom</td>
</tr>
<tr>
<td>Grade: K 1 2 3 4 5 6 7 8</td>
<td>☐ Hallway ☐ Arrival/Dismissal</td>
</tr>
<tr>
<td>Referring Staff: ________________</td>
<td>☐ Classroom ☐ Other ________</td>
</tr>
</tbody>
</table>

**Minor Problem Behavior**
- ☐ Inappropriate language
- ☐ Physical contact
- ☐ Defiance
- ☐ Disruption
- ☐ Dress Code
- ☐ Property misuse
- ☐ Tardy
- ☐ Electronic Violation
- ☐ Other ______________

**Major Problem Behavior**
- ☐ Abusive language
- ☐ Fighting/ Physical aggression
- ☐ Overt Defiance
- ☐ Harassment/Bullying
- ☐ Dress Code
- ☐ Tardy
- ☐ Inappropriate Display Aff.
- ☐ Electronic Violation
- ☐ Lying/ Cheating
- ☐ Skipping class
- ☐ Other ______________

**Possible Motivation**
- ☐ 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.
**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**

- ☐ abusive lang
- ☐ fighting/physical agg
- ☐ harassment
- ☐ overt defiance
- ☐ tardy
- ☐ dress code
- ☐ electronic violation
- ☐ other

- ☐ playground
- ☐ cafeteria
- ☐ passing area
- ☐ bathroom
- ☐ parking lot
- ☐ classroom
- ☐ restricted area
- ☐ special event

- ☐ Attention from peer(s)
- ☐ Attention from adult(s)
- ☐ Avoid peer(s)
- ☐ Avoid adult(s)
- ☐ Avoid work
- ☐ Obtain item(s)
- ☐ Other
- ☐ Don’t know

**Minor Problem Behaviors**

- ☐ inappropriate. lang
- ☐ disruption
- ☐ property misuse
- ☐ non-compliance
- ☐ tardy
- ☐ other

- ☐ common area
- ☐ other

**What happened?**

____________________________________________________________

**Consequences**

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

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**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 ___________________________
   - I wanted to be in control of the situation
   - I wanted to avoid doing my work
   - I wanted revenge

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):** _____________________________________