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**

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**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
- [ ] 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
- [ ] Inappropriate Display of Affection
- [ ] Technology Violation
- [ ] Other

#### Skip class/truancy
- [ ] Vandalism
- [ ] Forgery/theft
- [ ] Property damage
- [ ] Bomb threat
- [ ] Lying/cheating
- [ ] Arson
- [ ] Tobacco
- [ ] Weapons
- [ ] Other

#### Possibility of Motivation

- [ ] Obtain peer attention
- [ ] Avoid tasks/activities
- [ ] Don’t know
- [ ] Obtain adult attention
- [ ] Avoid peer(s)
- [ ] Other
- [ ] Obtain items/activities
- [ ] Avoid adult(s)
- [ ] Other

#### 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

Name: __________________________
Date: ____________  Time: ________
Teacher: ________________________
Grade: K  1  2  3  4  5  6  7  8
Referring Staff: ____________________
Location
☐ Playground  ☐ Library
☐ Cafeteria  ☐ Bathroom
☐ Hallway  ☐ Arrival/Dismissal
☐ Classroom  ☐ Other ________

### 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

<table>
<thead>
<tr>
<th>Issue of Concern</th>
<th>Location</th>
<th>Possible Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>abusive lang</td>
<td>playground</td>
<td>Attention from peer(s)</td>
</tr>
<tr>
<td>fighting/physical agg</td>
<td>cafeteria</td>
<td>Attention from adult(s)</td>
</tr>
<tr>
<td>harassment</td>
<td>passing area</td>
<td>Avoid peer(s)</td>
</tr>
<tr>
<td>overt defiance</td>
<td>bathroom</td>
<td>Avoid adult(s)</td>
</tr>
<tr>
<td>tardy</td>
<td>parking lot</td>
<td>Avoid work</td>
</tr>
<tr>
<td>dress code</td>
<td>classroom</td>
<td>Obtain item(s)</td>
</tr>
<tr>
<td>electronic violation</td>
<td>restricted area</td>
<td>Other _____________________</td>
</tr>
<tr>
<td>other</td>
<td>special event</td>
<td>Don’t know</td>
</tr>
</tbody>
</table>

Minor Problem Behaviors

- inappropriate. lang
- disruption
- 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 challenge adult(s)
   - I wanted to be sent home
   - I wanted to avoid doing my work
   - 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:** __________________________

Example C
6. Adult signature(s): ________________________________