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

**Student(s) __________________ Referring Staff _____________ Grade Level ____ Date ______ Time ___**

**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)**

<table>
<thead>
<tr>
<th>MINOR</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Inappropriate lang.</td>
<td>[ ] Skip class/truancy</td>
</tr>
<tr>
<td>[ ] Physical contact</td>
<td>[ ] Vandalism</td>
</tr>
<tr>
<td>[ ] Defiance/disrespect/non-compliance</td>
<td>[ ] Forgery/theft</td>
</tr>
<tr>
<td>[ ] Disruption</td>
<td>[ ] Property damage</td>
</tr>
<tr>
<td>[ ] Dress Code</td>
<td>[ ] Bomb threat</td>
</tr>
<tr>
<td>[ ] Technology violation</td>
<td>[ ] Arson</td>
</tr>
<tr>
<td>[ ] Property misuse</td>
<td>[ ] Alcohol/drugs</td>
</tr>
<tr>
<td>[ ] Tardy</td>
<td>[ ] Combustibles</td>
</tr>
<tr>
<td>[ ] Other</td>
<td>[ ] Weapons</td>
</tr>
</tbody>
</table>

**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**

**Date:** ____________  **Time:** ________  
- □ Playground  
- □ Library

**Teacher:** ____________________________  
- □ Cafeteria  
- □ Bathroom

**Grade:** K 1 2 3 4 5 6 7 8  
- □ Hallway  
- □ Arrival/Dismissal

**Referring Staff:** ________________________  
- □ Classroom  
- □ Other ________

<table>
<thead>
<tr>
<th>Minor Problem Behavior</th>
<th>Major Problem Behavior</th>
<th>Possible Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Inappropriate language</td>
<td>□ Abusive language</td>
<td>□ Obtain peer attention</td>
</tr>
<tr>
<td>□ Physical contact</td>
<td>□ Fighting/Physical</td>
<td>□ Obtain adult attention</td>
</tr>
<tr>
<td>□ Defiance</td>
<td>□ Aggression</td>
<td>□ Obtain items/activities</td>
</tr>
<tr>
<td>□ Disruption</td>
<td>□ Overt Defiance</td>
<td>□ Avoid Peer(s)</td>
</tr>
<tr>
<td>□ Dress Code</td>
<td>□ Harassment/Bullying</td>
<td>□ Avoid Adult</td>
</tr>
<tr>
<td>□ Property misuse</td>
<td>□ Dress Code</td>
<td>□ Avoid task or activity</td>
</tr>
<tr>
<td>□ Tardy</td>
<td>□ Tardy</td>
<td>□ Don’t know</td>
</tr>
<tr>
<td>□ Electronic Violation</td>
<td>□ Inappropriate Display Aff.</td>
<td>□ Other ____________</td>
</tr>
<tr>
<td>□ Other ____________</td>
<td>□ Electronic Violation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lying/Cheating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Skipping class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Other ____________</td>
<td></td>
</tr>
</tbody>
</table>

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<th>Possible Motivation</th>
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<tbody>
<tr>
<td>□ Loss of privilege</td>
<td>□ Individualized instruction</td>
<td></td>
</tr>
<tr>
<td>□ Time in office</td>
<td>□ In-school suspension (___ hours/ days)</td>
<td></td>
</tr>
<tr>
<td>□ Conference with student</td>
<td>□ Out of school suspension (____ days)</td>
<td></td>
</tr>
<tr>
<td>□ Parent Contact</td>
<td>□ Other ____________</td>
<td></td>
</tr>
</tbody>
</table>

**Others involved in incident:** □ None  □ Peers  □ Staff  □ Teacher  □ Substitute

**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

Issue of Concern  Location  Possible Motivation

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

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

Possible Motivation
- 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

Location
- 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 be in control of the situation
   - I wanted to challenge adult(s)
   - I wanted to avoid doing my work
   - I wanted to be sent home
   - 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: ________________________________

6. Adult signature(s): ________________________________