

Teacher Routing Request:
.. For principal's information & student file (No further action needed)
.. For principal's information, student file and copy sent to parents
.. For principal's actions

Disciplinary Referral

NOTICE TO: Parent/Guardian, Principal(s), CSE Chairperson

The purpose of this report is to inform you of a disciplinary incident involving the student as outlined below:

Student's Name: _____ Referring Staff: _____

Grade: _____ Date(s) of Incident(s): _____ Time / Period: _____

Location (If other than classroom): _____

Problem Behaviors (check or describe incident):

- Late for Class List dates: _____
 Skipped / Missed Class Left Class w/out Permission Other (Please see below)

Description of Incident (attach additional paper if necessary):

Staff Intervention(s) taken for this incident (check as applicable):

- Warning Student Conference Telephoned Parent Child Study Team
 Referred for Administrative Information Parent Conference Report Sent Home Consulted Other Staff
 Individualized Instruction w/ teacher (provide details below) Detention (# of days) _____

Other intervention comments:

Previous Staff Intervention(s) (check as applicable):

- Warning Student Conference Telephoned Parent Child Study Team
 Referred for Administrative Information Parent Conference Report Sent Home Consulted Other Staff
 Individualized Instruction w/ teacher (provide details below) Detention (# of days) _____

Other intervention comments:

Teacher / Staff Signature: _____ Date: _____

Administrative Action / Comments:

Administrator Signature: _____ Date: _____

Notification sent to: Parent/Guardian Student File CSE Teacher(s) Principal Counselor