Office Discipline Referral Form

Compatibility Checklist

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Compatibility Question | Date | Date |
| 1. Does a clear distinction between problem behaviors that are staff managed versus office managed exist? Is it documented and available for staff reference? | Yes No | Yes No |
| 2. Does a form exist that includes the following categories?: | Yes No | Yes No |
| * + - * + Student name? | Yes No | Yes No |
| * + - * + Date? | Yes No | Yes No |
| * + - * + Time of incident? | Yes No | Yes No |
| * + - * + Student’s grade level? | Yes No | Yes No |
| * + - * + Referring staff member? | Yes No | Yes No |
| * + - * + Location of incident? | Yes No | Yes No |
| * + - * + Problem behavior? | Yes No | Yes No |
| * + - * + Possible motivation? | Yes No | Yes No |
| * + - * + Others involved? | Yes No | Yes No |
| * + - * + Administrative decision? | Yes No | Yes No |
| * + - * + Other comments? | Yes No | Yes No |
| * + - * + No more than 3 extra info. | Yes No | Yes No |
| **To Do List**  What needs to be done? By whom? By when?  Adapted from “SWIS Compatibility Checklist” Version 2.2 A.W. Todd | | |