Office Discipline Referral Form

Compatibility Checklist

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

|  |  |  |
| --- | --- | --- |
| 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 |