

Student Referral Form

1. Student's name _____
2. Division _____ ☐ For Information
3. Supervisor _____ ☐ For Action
4. Date _____

| | | | |
|-----------------|----------------------|---|--|
| 5. Time | 6. Location | 7. Possible function of behaviour | 9. Others involved |
| A Before 8:00 | A Assembly in gym | A Obtain peer attention | A None |
| B 8:00 – 8:10 | B Bus loading | B Obtain adult attention | B Peers |
| C 8:10 – 8:20 | C Cafeteria | C Obtain preferred items or events | C Staff |
| D 8:20 – 8:30 | D Classroom | D Obtain sensory input | D Classroom teacher |
| E 8:30 – 8:40 | E Computer lab | E Express frustration | E Substitute teacher |
| F 8:40 – 8:50 | F Far field | F Avoid nonpreferred events | F Teacher assistant |
| G 8:50 – 9:00 | G Field trip | G Avoid peer attention | G Lunchroom supervisor |
| H 9:00 – 9:10 | H Front entrance | H Avoid adult attention | H Other _____ |
| I 9:10 – 9:20 | I Gym change rooms | I Avoid tasks | I Unknown |
| J 9:20 – 9:30 | J Gym equipment room | J Avoid sensory overload | J Administrator |
| K 9:30 – 9:40 | K Gymnasium | | |
| L 9:40 – 9:50 | L Hallway A | 8. Problem behaviour | 10. Triggering activity |
| M Recess | M Hallway B | A Abusive language/inappropriate language | A Peer interaction |
| N 10:25 – 10:35 | N Library | B Fighting/physical aggression | B Adult interaction |
| O 10:35 – 10:45 | O Lunchroom area | C Defiance/disrespect/noncompliance | C Transition – in class |
| P 10:45 – 10:55 | P Music room | D Harassment/teasing/taunting | D Transition – school-wide |
| Q 10:55 – 11:05 | Q Office | E Disruption/calling out | E Unstructured time |
| R 11:05 – 11:15 | R On bus | F Wandering/running off | F Seat work |
| S 11:15 – 11:25 | S Parking lot | G Lates | G Writing assignment |
| T 11:25 – 11:35 | T Playground | H Truancy | H Reading assignment |
| U 11:35 – 11:45 | U Side entrance | I Vandalism | Other _____ |
| V Lunch | AA Student phone | J Theft | 11. Administrative decision |
| W 1:05 – 1:15 | AB Washrooms | K Smoking | A Written self-reflection |
| X 1:15 – 1:25 | Other _____ | L Alcohol or drug use | B Loss of privilege |
| Y 1:25 – 1:35 | | M Rough play | C Restitution |
| Z 1:35 – 1:45 | | N Matches/fire | D Contact parents |
| AA 1:45 – 1:55 | | O Damaging property | E Problem-solving session |
| AB 1:55 – 2:05 | | Other _____ | F Office referral |
| AC 2:05 – 2:15 | | | G Further referrals or supports required |
| AD 2:15 – 2:25 | | | Other _____ |
| AE 2:25 – 2:35 | | | |
| AF After School | | | |

* Letters and numbers facilitate data entry on Excel spreadsheets.