

Sublette MS/HS

~Office Referral~



Name: _____
Grade: _____
Class: _____

Referred by: _____
Time: _____
Date: _____

Reason for Referral

1. Cutting Class
2. Destructive to School Property
3. Restless, Inattentive
4. Missed Detention
5. Excessive Tardiness
6. Inappropriate Language
7. Excessive Talking
8. Annoying to Classmates
9. Rude, Discourteous
10. Mischief
11. Disrespectful

Actions Taken Prior To Referral

1. Held Conference with Student
2. Held Conference with Parent
3. Consulted Counselor
4. Consulted Principal
5. Detained After School
6. Sent Report Home
7. _____

COMMENTS BY THE TEACHER

ACTION TAKEN BY ADMINISTRATION

Date & Amount of Detention _____

NOTICE TO PARENTS:

1. The purpose of this report is to inform you of a disciplinary incident involving the student.
2. You are urged to support the action taken by the teacher and to cooperate with the corrective action initiated today