



Chicago Public Schools

School Name \_\_\_\_\_

Principal Name \_\_\_\_\_

# SCHOOL DISCIPLINE REFERRAL FORM

(Mention only the name of the student involved)

Event Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Reported By \_\_\_\_\_ Position \_\_\_\_\_

Type of Occurrence (SCC Violation, Accident, Other) \_\_\_\_\_

First Occurrence       Second Occurrence       Third Occurrence       Fourth Occurrence

Last Name, First Name	Room/Division	Injury Occurred?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Provide a comprehensive narrative of the problem (identifying others as student 1, student 2, etc.; witness 1, witness 2, etc.).  
May continue on reverse side if needed.

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Summary of background information and previous actions taken.

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Teacher Contact with Parent/Guardian: Date(s) \_\_\_\_\_ Phone # Utilized \_\_\_\_\_

Result of Contact (i.e., phone disconnected, message left, etc.) \_\_\_\_\_

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Staff Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

ADMINISTRATIVE USE ONLY			
Administrator Signature _____	Date _____	Time _____	
Misconduct Report Initiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number _____	
Incident Report Initiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number _____	
Final Disposition of Referral _____			

■ RETURN COPY OF COMPLETED FORM TO INITIATOR ■



Administrators, teachers and staff,

In an effort to increase teacher and school communication to parents and to encourage early intervention in directing and shaping student behavior we have created a uniform School Discipline Referral Form. The form has been created through a joint effort between the Chicago Teachers Union and the Chicago Public Schools (CPS). It is our collective goal to reduce the number and frequency of student discipline referrals by identifying minor inappropriate student behavior before it escalates and by encouraging early reporting of such behavior to parents so that they may work with teachers to correct the behaviors before invoking the Student Code of Conduct (SCC).

The form should be used when students engage in minor inappropriate misconduct, which may not rise to the level of a violation of the SCC. Since early intervention is the key to reducing the number of disciplinary events, administrators should mail a copy of this form to parents to inform them of patterns of minor acts of misconduct before they become violations of the SCC. Also, teachers and staff members should receive a completed copy of the form from the administrator in charge of discipline to inform them of what action was taken as a result of the referral. If the new CPS School Discipline Referral Form is used properly it should help to unify the CPS discipline process, reduce discipline actions, and foster early communication between parents and teachers.

The form must be used by all CPS elementary and high schools. While the form must not supplant the Student Code of Conduct or replace CPS Misconduct Reports, it should replace in-house discipline referral forms that are being used in many schools throughout the district.