

Record Keeping Sheet

Name: _____
Date: _____ **Time:** _____
Teacher: _____
Grade: K 1 2 3 4 5
Referring Staff: _____

Location (Please be specific)

Playground	Bus
Cafeteria	Bathroom
Classroom	Bus Loading Zone
Special _____	Hallway/Foyer
Related Services _____	Assembly
Field Trip	Other _____

Minor Problem Behavior Check all that apply then; circle the most significant one.	Teacher Decision
Defiance/ Non-Compliance/ Disrespect Disruption Dress Code Violation Inappropriate Language Physical Contact Property Misuse Technology Violation Other (specify) _____	Individualized Instruction Parent Contact _____ Conference with student Change of Seat Time Out/ Detention Loss of Privilege _____ Other _____
Major Problem Behavior Check all that apply; then circle the most significant one.	Administrative Decision
Defiance/ Non-Compliance/ Disrespect Disruption Forgery/ Theft Harassment/ Bullying Inappropriate Language Physical Contact Property Damage/ Vandalism Technology Violation Weapons Other (specify) _____	Loss of privilege _____ Time in Office Conference with student Parent Contact Individualized Instruction Detention In-School Suspension Out of School Suspension Bus Suspension Other _____
Possible Motivation- Mandatory Check	
Obtain Peer Attention Obtain Adult Attention Obtain Items/Activities Avoid Peer(s)	Avoid Adult Avoid Task or Activity Don't Know Other _____

Mandatory Check

Others involved in incident: None Peers Staff Teacher
 Substitute Unknown Other _____

Other Comments: _____

Three Minors documented in one day equal a major. * Check this box if this is third Minor**

All Minors are filed with classroom teacher and school secretary.
 All majors require administrator consequence and parent contact. Majors are submitted to the administrator first. The administrator will give a copy to the classroom teacher and school secretary.