

**STUDENT DISCIPLINE REPORT FORMS**

**STUDENT DISCIPLINE REPORT**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Statement of Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision or Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

**STUDENT DISCIPLINE REPORT FORMS (Cont.)**

**CORRECTIVE ACTION FORM**

Those present (indicate with X)

\_\_\_ Parent \_\_\_ Teacher \_\_\_ Student \_\_\_ Principal \_\_\_ Conference \_\_\_ Hearing

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent or Student Request: \_\_\_\_\_  
\_\_\_\_\_

Statements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision or Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Appeal to Superintendent or Hearing Committee (3) \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature  
or Student's Signature

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

**STUDENT DISCIPLINE REPORT FORMS (Cont.)**

**EARLY CHILDHOOD CENTER BEHAVIOR REPORT**

Student \_\_\_\_\_ Reporting Teacher \_\_\_\_\_ Grade \_\_\_\_\_

**Please visit with your child about the following behavior**

Date \_\_\_\_\_

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| Disturbing Class _____              | Not Following Directions _____      |
| Fighting, Hitting, Or Kicking _____ | Not Getting Work Finished _____     |
| Being Rude & Unkind _____           | Using Rude or Vulgar Language _____ |
| Talking Back _____                  | Other _____                         |
| Excessive Talking in Class _____    | _____                               |
| Not Staying on Task _____           | _____                               |

**Action Taken by Teacher**

Name on Board and/or Check Marks \_\_\_\_\_

Time Out at Recess \_\_\_\_\_

Sent to Principal \_\_\_\_\_

Action Taken by Principal: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Witness \_\_\_\_\_

**Please sign and return. If you need to talk with us about the above incident, we will be pleased to visit with you.**

Principal \_\_\_\_\_

**STUDENT DISCIPLINE REPORT FORMS (Cont.)**

**ELEMENTARY SCHOOL  
INCIDENT REPORT**

Student \_\_\_\_\_ Grade \_\_\_\_\_

Reporting Teacher \_\_\_\_\_ Date \_\_\_\_\_

Incident \_\_\_\_\_ Location \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken by Teacher: \_\_\_\_\_

\_\_\_\_\_

Action Taken by Principal: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Witness \_\_\_\_\_

**If you need to talk with us about the above incident, we will be pleased to visit with you.**

Principal/Assistant Principal \_\_\_\_\_ Phone \_\_\_\_\_

**STUDENT DISCIPLINE REPORT FORMS (Cont.)**

**ELEMENTARY SCHOOL  
DISCIPLINE REPORT**

This form is to be used when the teacher feels that an individual record of a punishment may be necessary. A copy of this form will be placed in the student's individual folder. The form **must** be signed by the building principal before being filed in the student's folder.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Problem for which student is being disciplined is \_\_\_\_\_  
\_\_\_\_\_

Has the rule been explained to the student prior to infraction? \_\_\_\_\_

Has the student had prior warnings? \_\_\_\_\_ Number \_\_\_\_\_

Was the student given opportunity to explain his/her side? \_\_\_\_\_

Person or persons who witnessed the infraction and reported to the teacher: \_\_\_\_\_  
\_\_\_\_\_

Are discipline rules posted in the room? \_\_\_\_\_

Type of corrective action taken: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Administering

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Administrator

**STUDENT DISCIPLINE REPORT FORMS (Cont.)**

**MIDDLE SCHOOL/HIGH SCHOOL  
DISCIPLINE REPORT**

Student's Name \_\_\_\_\_ Class or Grade \_\_\_\_\_

Date of Incident \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Teacher \_\_\_\_\_

**PARENT OR GUARDIAN NOTIFICATION**

The following Report is to notify the parent or guardian that the above student is charged with an infraction of discipline. Please feel free to request additional information as to the incident or the corrective action taken.

INFRACTION	ACTION TAKEN	RECOMMENDATION
<input type="checkbox"/> Not reporting after school as directed	<input type="checkbox"/> Student's record examined	<input type="checkbox"/> Infraction filed
<input type="checkbox"/> Unauthorized absence from class	<input type="checkbox"/> Parental conference	<input type="checkbox"/> Reimbursement for damage allowed
<input type="checkbox"/> No textbook or class materials	<input type="checkbox"/> Student conference arranged	<input type="checkbox"/> Warning issued
<input type="checkbox"/> Chronic class tardiness	<input type="checkbox"/> Student verbally corrected	<input type="checkbox"/> Indefinite suspension
<input type="checkbox"/> Prone to mischief	<input type="checkbox"/> Detained after class or after school	<input type="checkbox"/> Assigned after-school time to be made up
<input type="checkbox"/> Disturbing class/other students	<input type="checkbox"/> Guidance Counselor referral	<input type="checkbox"/> Suspended for ___ days
<input type="checkbox"/> Damaged school property	<input type="checkbox"/> Assigned different seat	<input type="checkbox"/> Assigned Probationary Status
<input type="checkbox"/> Disrespectful or discourteous	<input type="checkbox"/> Parental conference arranged	<input type="checkbox"/> Referred to _____
<input type="checkbox"/> Antagonistic towards class routine	<input type="checkbox"/> Assigned to new class	_____
_____	_____	_____

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_