

**WALTER DOUGLAS ELEMENTARY SCHOOL
DISCIPLINE REFERRAL**

Student Name: _____ Grade _____ Date _____ Time _____

Referred by: _____ Teacher: _____

Location: _____ Reason for referral: _____

Action by teacher prior to referral:

- _____ Conference w/student
- _____ Time out/Detention -- In Class
- _____ Parent contact: phone call, note, conference
- _____ Time out/Detention -- Outside of Class

Action by Administration:

- _____ Conference/warning
- _____ Administrative time out
- _____ Detention # _____ date(s) _____
- _____ Community Service # _____ date(s) _____
- _____ In-School Suspension # _____ date(s) _____
- _____ Suspension # _____ date(s) _____

_____ 1st offense _____ occasional _____ frequent _____ habitual

Comments: _____

Administrator Signature

Parent Signature

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