

Record of Disciplinary Action

{offender:school}_____

{offender:school-address}_____

{offender:school-phone}_____

Incident Summary: _____

Student: **{offender:first} {offender:last}** ({offender:id})

Grade: {offender:grade}

Date/Time: {incident:date} at {incident:time}

Referred By: {reporter:first} {reporter:last} on {incident:entered}

Location: {incident:location}

Subject: {incident:subject}

Arrangement: {incident:arrangement}

Offense: **{incident:offense}** {incident:offense-code}

Description: {incident:description}

Administrative Response: _____

Action: **{action:name}**

Duration: {action:duration} {action:scheduleaslist}

Comment: {Please speak with your child about the expected behavior while here at school. If this type behavior continues, he/she may be assigned ISS/OSS. Thank you for your help with this matter.}

Processed By: {processor:first} {processor:last} on {action:entered}

Please sign and return to teacher: _____

(Printed on {current:date} at {current:time})

