

# Ambassadors Preparatory Academy

5001 Avenue U, Galveston, Texas 77551  
Tel. (409) 762-1115 Fax: (409) 762-1114

## DISCIPLINE REFERRAL

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_

Student Name: \_\_\_\_\_ Gender: M/F Grade Level: \_\_\_\_\_

Explanation of student offense:

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Teacher Signature: \_\_\_\_\_

### Recent Action Taken by Teacher Prior to this Notice

<input type="checkbox"/>	Teacher Conference with parent	<input type="checkbox"/>	Parent phone call
<input type="checkbox"/>	Name in disciplinary notebook	<input type="checkbox"/>	Letter to parent(s)
<input type="checkbox"/>	Conference with the team	<input type="checkbox"/>	Time out
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Office Referral

### Action Taken by the Administrator

\_\_\_\_ Student conference ..... Date: \_\_\_\_\_

\_\_\_\_ Parent conference ..... Date: \_\_\_\_\_

\_\_\_\_ Phone call to parents ..... Date: \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

Current Action Taken By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Notes:**