

**Procedure for Documenting Office Discipline Referrals  
PBS Information System (PBSIS) Compatibility**

School: _____	Date				
1. Does a clear distinction between problem behaviors that are staff managed versus office managed exist and available for staff reference?		Yes	No	Yes	No
2. Is there a form that is PBSIS compatible for use in PBSIS data entry including the following categories?		Yes	No	Yes	No
a) student's name?		Yes	No	Yes	No
b) date?		Yes	No	Yes	No
c) time of the incident?		Yes	No	Yes	No
d) student's teacher (optional)?		Yes	No	Yes	No
e) student's grade level?		Yes	No	Yes	No
f) referring staff		Yes	No	Yes	No
g) location of the incident?		Yes	No	Yes	No
h) problem behavior?		Yes	No	Yes	No
i) possible motivation?		Yes	No	Yes	No
j) others involved?		Yes	No	Yes	No
k) administrative decision?		Yes	No	Yes	No
l) other comments?		Yes	No	Yes	No
m) no more than 3 extra info.		Yes	No	Yes	No
3. Is there a set of definitions that clearly define all categories on the office discipline referral form?		Yes	No	Yes	No
4. Is there an office discipline referral procedure and form that meet PBSIS criteria?		Yes	No	Yes	No

**Next review date:** \_\_\_\_\_

**Redesign your form until answers to all questions are Yes**