Form JCDA-7

**ADMINISTRATIVE REFERRAL FORM**

**MIDDLE SCHOOL**



*Empowering Dreams for the Future*

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| **Student’s Name:** |  | **CCSD ID#** |  | **Grade:** |  | **Period:** |  | **Subject:** |  |

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| **Contact Information:** | |  | | | **Parent/Guardian Contacted:** |  |
|  | | **(Parent/Guardian Name)** | | |  | **(Date/Time)** |
| **Primary Phone:** |  | | **Alternate Phone:** |  | | **Message Left: Y N** |
|  | **Circle One: Home Work Cell** | |  | **Circle One: Home Work Cell** | |  |

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| **Date of Incident:** |  | | **Time:** |  | **Location:** |  |
| **Description of Infraction:** | | **X** | | | | |
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***In regards to this referral, specify the date of any previous strategies/interventions. Include all that apply.***

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| **Student/Teacher Conference** | | |  | **Phone Contact with Parent** | |  | **Detention** |  | | | |
| **Changes Seating Arrangements** | | |  | **Parent/Teacher Conference** | |  | **Referred to Counselor** | | |  | |
| **Written Notification to Parent** | | |  | **Denied Privileges** |  | | **Referred to Administrator** | | | |  |
| **Other:** |  | | | | | | | | | | |
| **Referring Teacher:** | |  | | | | | | | **Date:** | |  |
|  | | **Print Name Signature** | | | | | | |  | |  |

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| **ADMINISTRATION USE ONLY** |  | | **CSIS Location Code (e.g. 11 [During School Hours/On School Grounds/ On Campus],**  **13 [ During School Hours. School-Sponsored Activity/Transportation]):** | | | | | | | | | | | | | | | | |  | |  | **Additional OCR Reporting**  🞎 **Police were notified** 🞎 **Student was arrested**  🞎 **Restraint was used If so, Physical or Mechanical?** | | | | | | | | | | |  | |
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|  | **Student Code of Conduct Violation(s) (e.g. G1, H2, L2):** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |
|  | **State Incident Types(s) (e.g. 11291, 10061, 11457):** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | **Administrative Action:** | | | 🞎 **Conference With Student (50130)** | | | | | | | | | 🞎 **Warning (50132)** | | | | | | | | | 🞎 **Referred back to Teacher (50113)** | | | | | | | | | |  | |
|  | | 🞎 **Other (include Action Code):** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | 🞎 **Administrative Detention (50100) – Date(s):** | | | | | | | |  | | | | | | **Time:** | |  | | | | | | | **Location:** | |  | | | | | |  | |
|  | | 🞎 **In-School Suspension (51021):** | | | | | **Number of Days: 1 2 3 4 5** | | | | | | | | **Beginning Date:** | | | | | **/ /** | | | | | | **Ending Date:** | | | | **/ /** | | |  | |
|  | | | If a student serves any part of the day in ISS, the student is ineligible to participate in extracurricular activities on the day assigned to ISS. If the local school administration closes ISS during part of a student's assignment (example: course registration of students), the student can participate in extracurricular activities for that particular day. High school students enrolled in cooperative programs and assigned to ISS can report to their workstation in the business community after the school day has ended. Students completing their ISS contract on a Friday may participate in extracurricular activities on Saturday. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | 🞎 **Out-of-School Suspension (51201):** | | | | | | | **Number of Days:** | | | **1 2 3 4 5**  **6 7 8 9 10** | | | | | **Beginning Date:** | | | | | | | **/ /** | | | | | **Ending Date:** | | **/ /** | | |  |
|  | | 🞎 **Long-term Recommendation (include Action Code[s]):** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  |
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|  | | **Administrative Notes:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | | **Continuation of Services?** 🞎 **Yes** 🞎 **No** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | **Name of Parent/Guardian Contacted:** | | | | | |  | | | | | | | | | | | | | | | | | **Date/Time:** | | |  | | | | | |  |
|  | | **Method (indicate all that apply):** 🞎 **Meeting/Conference** 🞎 **Phone Call (Message Left: Y N)** 🞎 **E-mail** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |

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| **Student Signature:** |  | | | **Date:** |  |
| **Administrator Signature:** | |  | | **Date:** |  |
| **Parent/Guardian Signature:** | | |  | **Date:** |  |

White – School Yellow – Teacher Pink – Parent