

# Make Your Day

## Self-Discipline For Life

### Step 4/5 Conference Referral

Student \_\_\_\_\_

Date \_\_\_\_\_

Referring Staff Member \_\_\_\_\_

Time \_\_\_\_\_

Classroom Teacher \_\_\_\_\_

#### Check one and explain:

Progress through Steps 1-3

Student chose Step 4

Qualifies for Step 5 (Student referred to the office for assistance)

Automatic Step 4: Explanation: \_\_\_\_\_

Automatic Step 4 reviewed by administrator  Administrator's Initials

Step 1 \_\_\_\_\_

Step 2 \_\_\_\_\_

Step 3 \_\_\_\_\_

Step 4 \_\_\_\_\_

#### Phone Verification:

Parent/Guardian \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

#### Office Use Only

Call complete

Parents will be here

No contact - student referred to administration for assistance

\_\_\_\_\_ Times calls attempted

Step 4 Parent Conference Letter Sent (if unable to be reached by phone)

#### Location of Student:

Buddy Room (Teacher Name: \_\_\_\_\_)

Office

#### Other Communication:

Classroom teacher notified of location of student (if referred by other staff member)

#### Conference Results:

Successful Parent Signature \_\_\_\_\_

Unsuccessful (Please explain) \_\_\_\_\_