

LITCHFIELD HIGH SCHOOL



DISCIPLINE REPORT

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Student's name: Referred by:

Class Period: Time: Date:

Checklist of offense

- Insubordination
- Tardy
- Unacceptable behavior
- Unacceptable language
- Failure to Serve

Actions taken by teacher before sending student to the office:

- | | |
|------------------------------|--|
| Warned student verbally | Consulted counselor and/or administrator |
| Written warning | Other _____ |
| Changed student's seat | PARENT CONTACT: |
| Held conference with student | Telephone |
| Loss of privilege | E-mail |
| Sent previous report home | Conference |

Written explanation of referral:

Action taken by administrator:

Teacher's signature: _____ Date: _____

Administrator's signature: _____ Date: _____