

Record Review Guide

Information Needed	Who Might Have Record	What to Look For	Why
Office Discipline Referrals (ODRs)	Data Entry Person, Assistant Principal	Types of problematic behaviors, times and locations in which they occurred, disciplinary penalty imposed, and increase/decrease in frequency/intensity of problem behavior	Helps to define problem behavior and identify patterns of events that precede problem behavior (antecedents), effective and ineffective disciplinary strategies, and possible maintaining consequences. Helps chart the progression of problem behavior.
Classroom Minors	Teacher, Data Entry Person, Assistant Principal		
Absences	Attendance Secretary, Assistant Principal	Patterns and total number of absences	May give clues about antecedents for problem behavior and possible skill deficits from lack of opportunity to receive instruction.
Tardies	Attendance Secretary, Assistant Principal	Patterns and total number of tardies	May give clues about tasks/activities/subjects student may be attempting to avoid or interactions students may be attempting to obtain
G.P.A./Grades Reading Assessment Writing Assessment Math Assessment	Teachers, Interventionists	Current grades and current and historical results of standardized testing	May indicate academic subjects and activities that are most difficult for the student (skill deficits)
Health Information (if applicable)	Nurse	Vision and hearing problems as well as other problems that may be related to school performance (e.g. motor difficulties, head traumas, long-term illnesses, current medication use)	Helpful for identifying conditions that may increase the likelihood of problem behavior or exacerbate existing problem behavior
IEP Information (if applicable)	Special Education	Instructional goals and objectives, how/if they are being taught, how/if they are being monitored, and other data supporting student performance	Provides information on the degree to which the behaviors of concern are being addressed in the classroom and if adjustments are made in response to review of data
Other: <i>i.e. nurse or counselor visits</i>	Nurse, counselor	Patterns of contacts and total number of contacts	May give clues about tasks/activities/subjects student may be attempting to avoid or interactions student may be attempting to obtain or avoid