

School Name: \_\_\_\_\_

Month: \_\_\_\_\_

Year: \_\_\_\_\_

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	August	September	October	November	December	January	February	March	April	May	June	July

Directions: Print off the template. For every referral received, shade in one box in the column of the month in which the incident occurred, beginning with the box in row '1,' and working up the column. Use this same chart for every month. This will give you a bar graph comparing the number of office referrals per month for the school year.

School Name: \_\_\_\_\_

Month: \_\_\_\_\_

Year: \_\_\_\_\_

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	August	September	October	November	December	January	February	March	April	May	June	July

Directions: To keep track of **ODR's per day per month**, take the total number of ODR's received for the month and divide that by total number of days that school was in session for students for that month. Each box represents an ODR rate of  $\frac{1}{2}$  of one referral per day. Shade in one box for every  $\frac{1}{2}$  a referral per day. For example, if the school receives 3 ODR's per day per month in August, you will shade in 6 boxes in the August column. This will give you your per day per month graph comparing the different months throughout the school year. Use the same chart all year, adding to it each month.



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	Classroom	Playground	Commons	Hall/Breezeway	Cafeteria	Bath/Restroom	Gym	Library	Bus Loading	Parking Lot	Bus	Special Event	Off-Campus	Stadium	Office	Locker Room	Other Location	Unknown Location	

Directions: Print off the template. Each time an ODR is received, shade in a box in the column containing the location of the incident, beginning with the box in row '1,' and working up the column. This will create your monthly graph.



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	Before School	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30

**Time Part 1**

Directions: Print off Time Templates Parts 1 and 2. Each time you receive an ODR, shade a box in the column containing the time of the incident, starting with the box in row '1,' and working up. This will create your bar graph. Create one graph per month. You may use these two graphs, or the graph showing all times from 7:00 to 3:15, whichever better suits your needs.

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	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	After School	

**Time Part 2**

Directions: Print off Time Templates Parts 1 and 2. Each time you receive an ODR, shade a box in the column containing the time of the incident, starting with the box in row '1,' and working up. This will create your bar graph. Create one graph per month. You may use these two graphs, or the graph showing all times from 7:00 to 3:00, whichever better suits your needs.

