## **Record Review Guide**

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| 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 AssessmentMath 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.e. nurse or counselor visits* | 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 |