



# **Data Systems & Decision Making**

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## **Using Google Forms to Simplify Systems for Tier 1 & Tier 2**

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Coverdell Elementary, St. Charles R-VI School District  
Chris Hallam, Principal, Julie Dreher, RTI Specialist

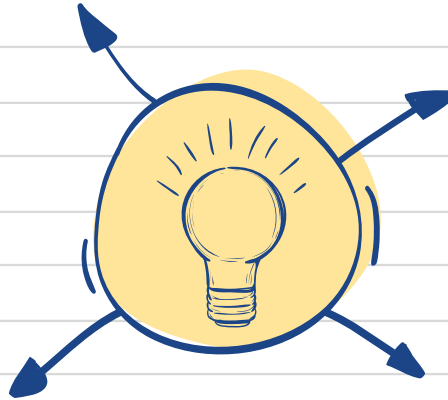
# Session Outcomes

## Outcome 1

Learn to create a Google Form staff can use to document minor referrals

## Outcome 3

Discuss best practices in order to simplify staff workload



## Outcome 2

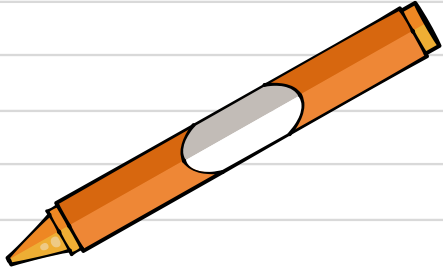

Learn to create a Google form staff can use to nominate students for Tier 2 interventions that works in conjunction with the FACTS form





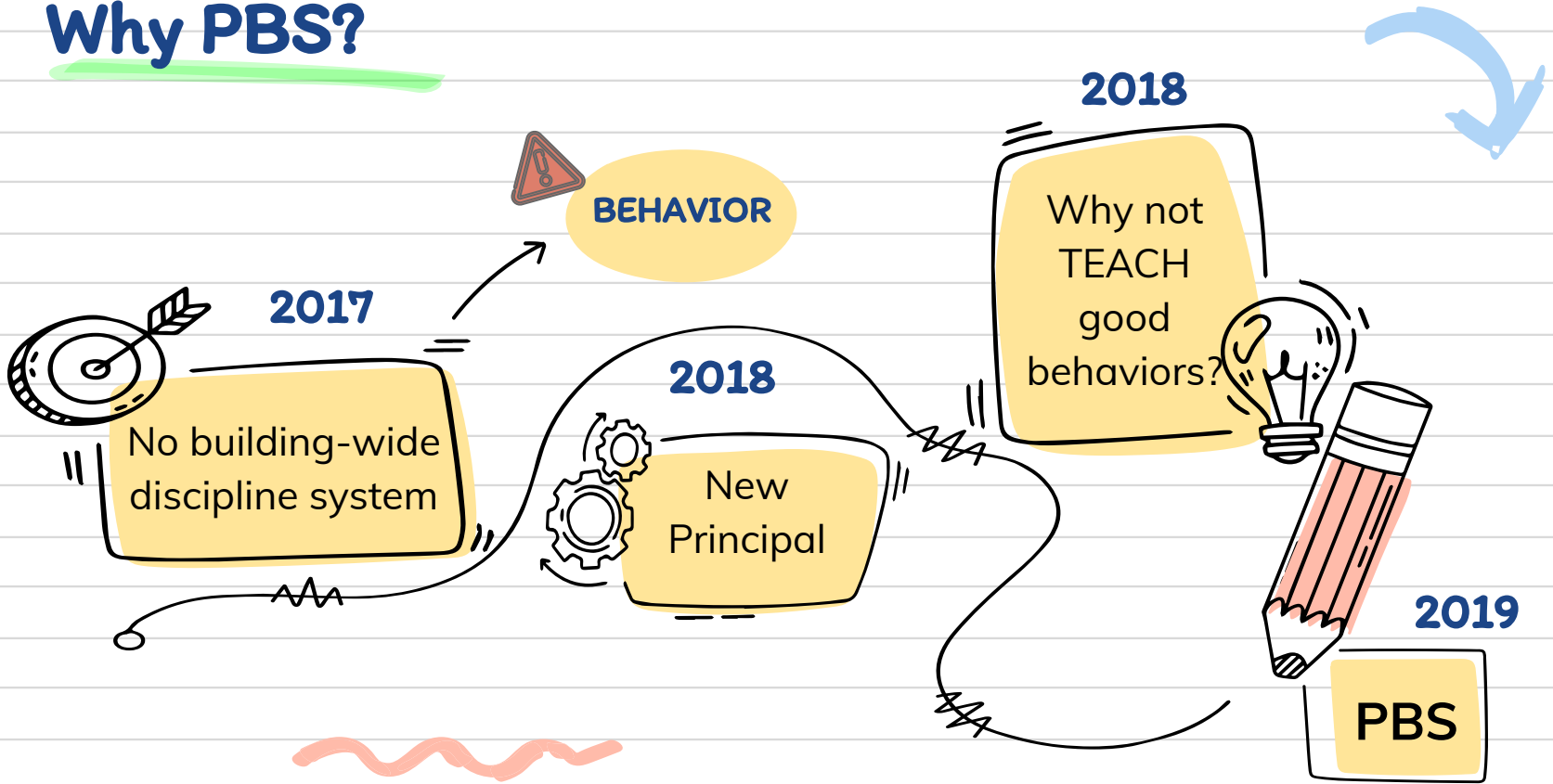
01

# Coverdell's PBS Journey



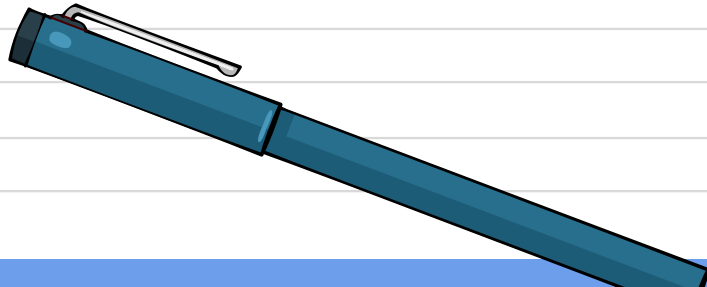
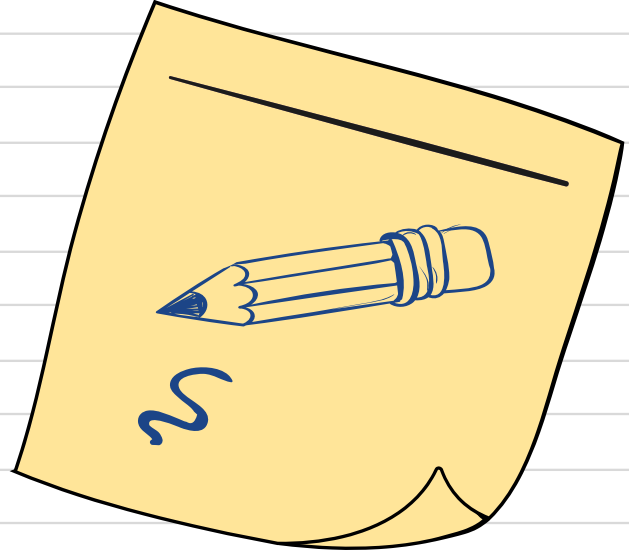
2018 - present

# Why PBS?

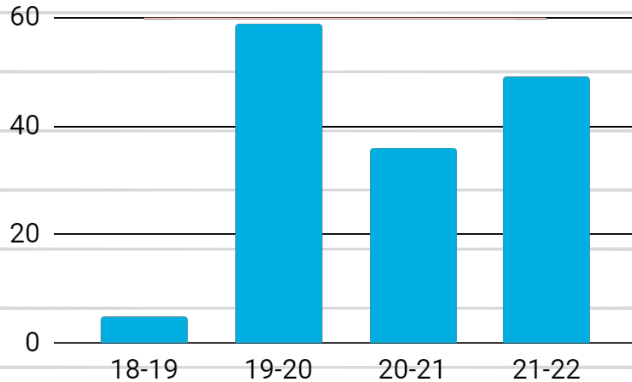


# Tier 1!

2019: Formed a great team,  
put lots of universal  
systems in place, great buy  
in from staff, awesome  
results



# Office Referrals



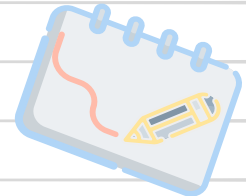
## Before PBS

General dysregulation across the building. Many students in the office daily, but only 5 office referrals for the year.

## After PBS

Universal language helped us teach kids accepted behaviors the way we teach academic skills. It was the same across the building. Office referrals reflected behavior, so behavior was now trackable

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

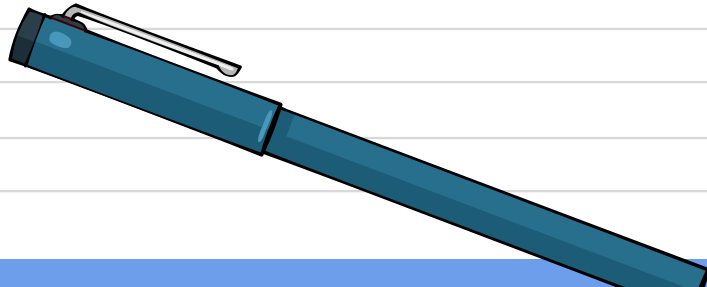
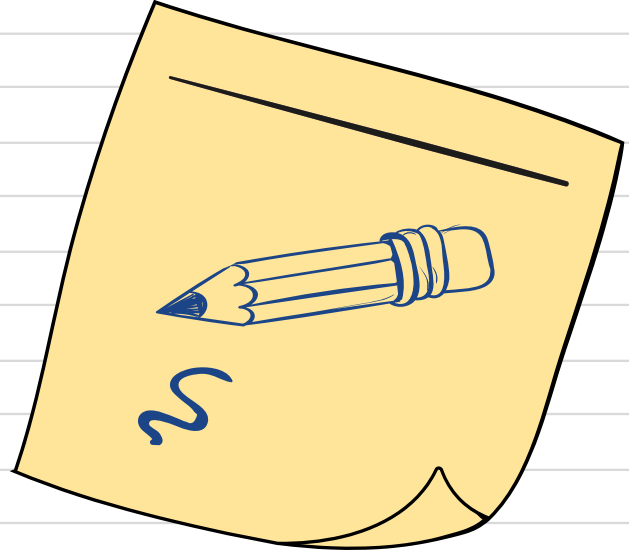




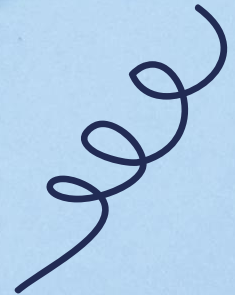
# Tier 2!

2020: Ready to tackle small  
group behavior systems,  
received training for  
interventions

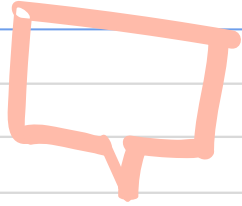
**BUT...**



# PAPERWORK OVERLOAD

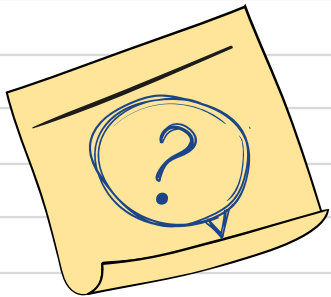






# HOW?

How to obtain, manage, and store data so it was user-friendly for teachers and easily accessible to the team????



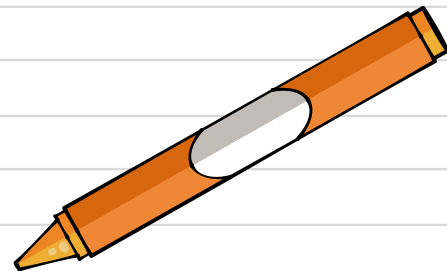


02

Our  
Solution

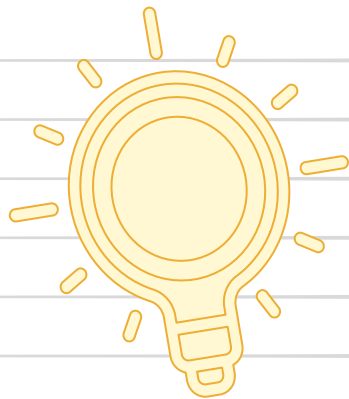


Yay!

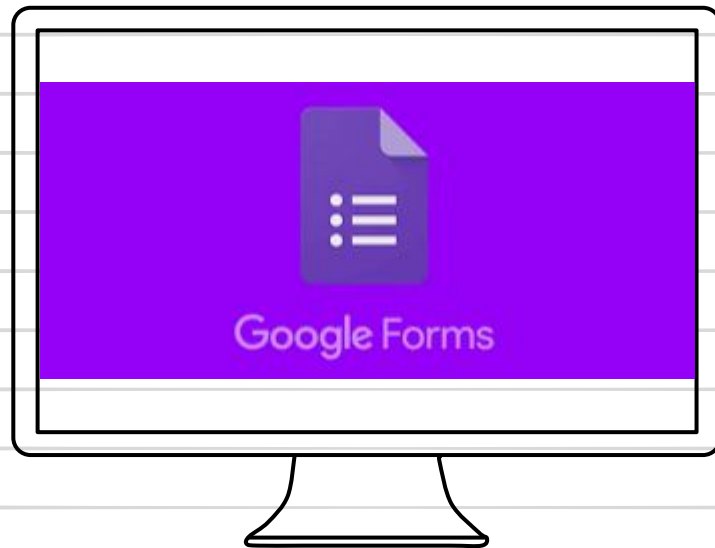




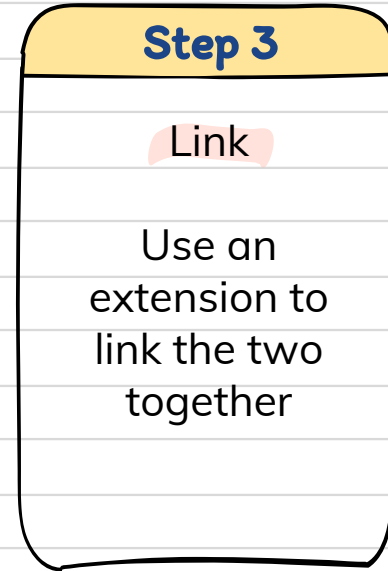
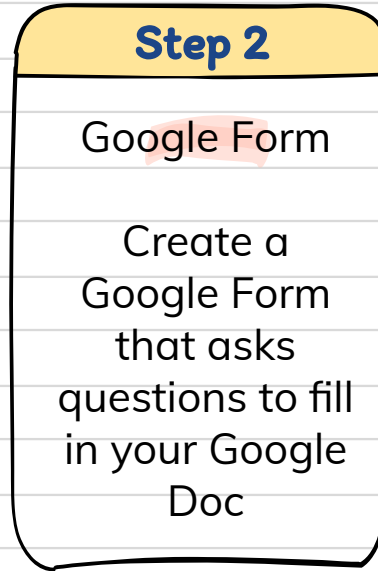
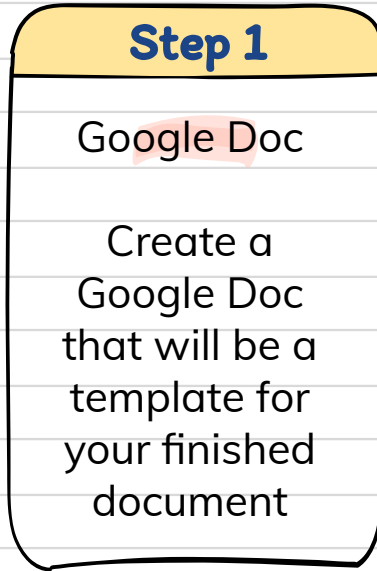
## Google Forms



Paired with a google add-on (i.e. [Document Studio\\*](#)), we were able to use Google Forms to populate our PBS documents with important data



# The Process



# What does it do? How is this helpful?

1

Automatically  
creates a  
document  
containing  
information from  
the Google Form

2

Automatically  
emails the  
completed  
form to  
members of  
the team

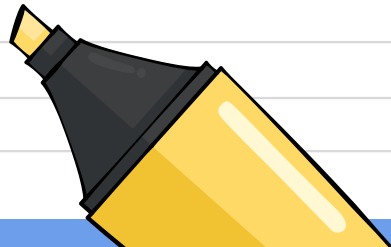
3

Automatically  
creates a  
folder in  
Google Drive  
to organize  
and store  
completed  
forms





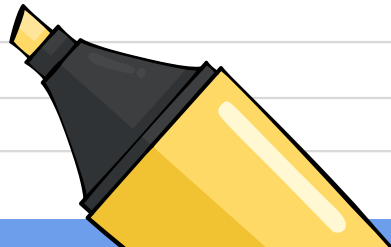
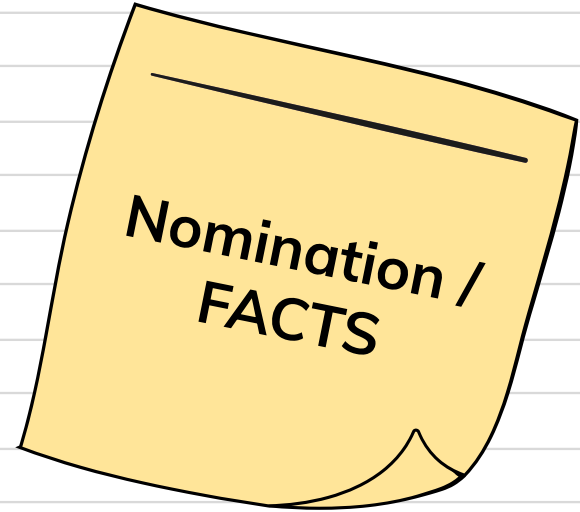
**EXAMPLE**



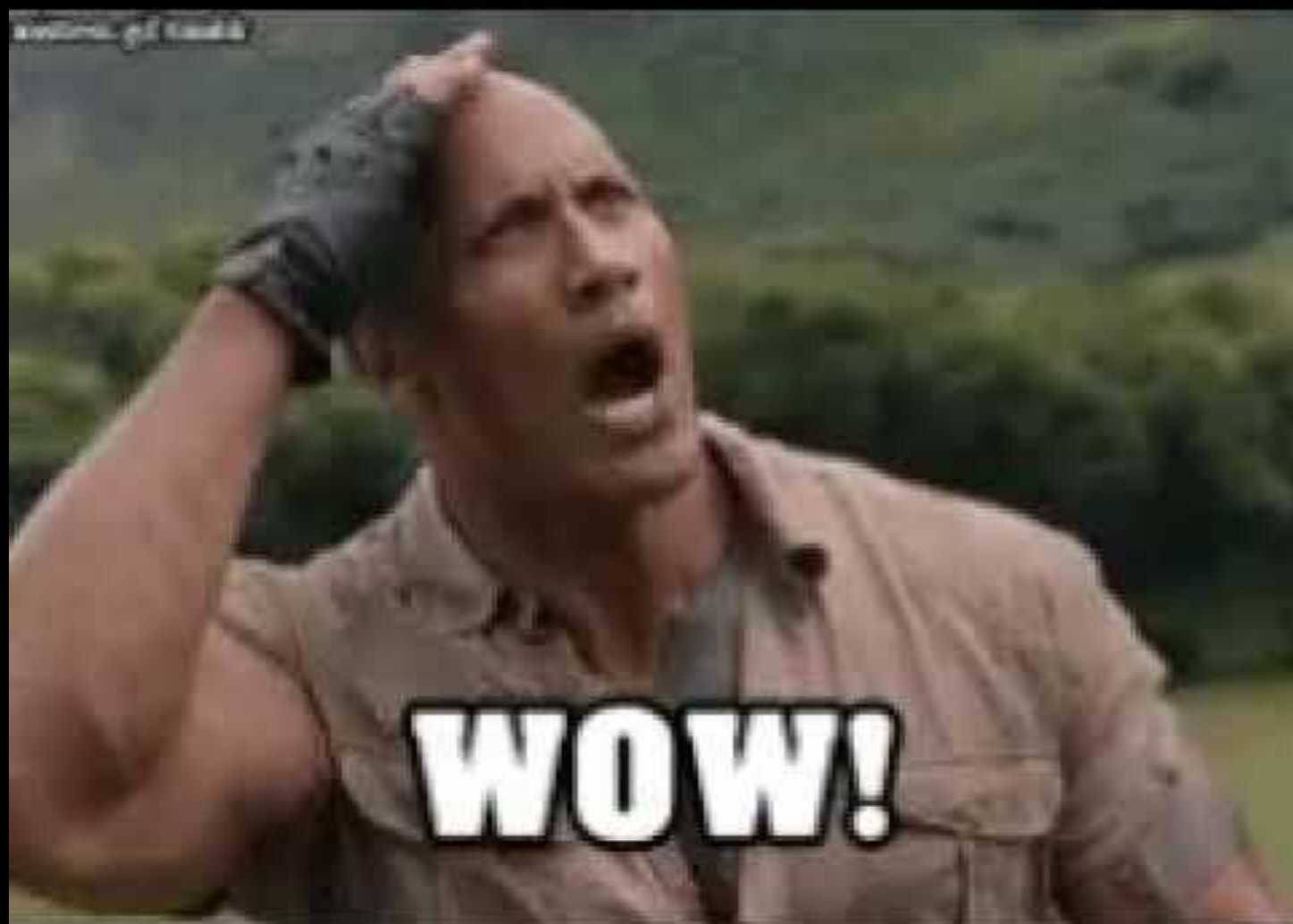




**EXAMPLE**







**WOW!**



03

How  
Does It Work?



This is awesome!

An orange marker or crayon is positioned on the right side of the page, angled downwards from the top right towards the center.



# PRO TIP:

Utilize the “tech-iest”  
person on your team to set  
up and manage this system

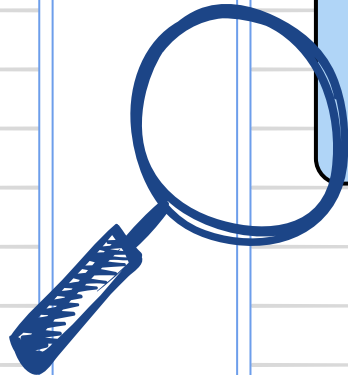


# Minors



## Step 1: Google Doc

Create a master template on Google Docs for your Minor Referral, FACTS form, etc.



**Minor Incident Referral Form**  
SAMPLE Elementary

Student Name:           ((Student FULL Name))           Classroom Teacher:           ((Classroom Teacher))          

Date of Incident:           ((Date))           Time:           ((Time))           Location:           ((Location))          

Incident Behavior Type:           ((Student Behavior))           Observed by:           ((Staff Completing the Form))          

What happened:  
          ((Narr))          

Frequency & Consequence: This is           ((Student FULL Name))                     ((Frequency))           with this type of behavior.  
\*\*Please see the corresponding consequence below, then sign/dates and return this form to school.

1st Offense Teacher Conference & Note Home	2nd Offense Teacher Conference Parent Phone Call & Note Home	3rd Offense Classroom Consequence Parent Phone Call & Note Home	4th Offense Office Referral (See School)
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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Use for 4th Offense (Office Referral Only)**

Dear Parent/Guardian, Your child was referred to the office today after a 4th offense of unacceptable behavior at SAMPLE Elementary School.  
Please review the incident with your child, sign/dates above and return this form to the school office.

Consequence:	Supervisor:	STAFF Assigning Consequence:	Student Present:	Student Not Present:
Date: _____	Supervisor: _____	Student Present: _____	Student Not Present: _____	Student Not Present: _____

**Disabilities of Other students**

Offense (not writing, unfinished work, not following teacher directions, not using to comply, etc.)  
Consequence (see policy, seating, name calling, etc.)  
Disruption (talking, teasing, talking to someone, etc.)

Inappropriate Language (insulting, taunting, profane, etc.)  
Physical Aggression (pushing, hitting, kicking, punching, etc.)  
Harassment (teasing, bullying, cyberbullying, etc.)

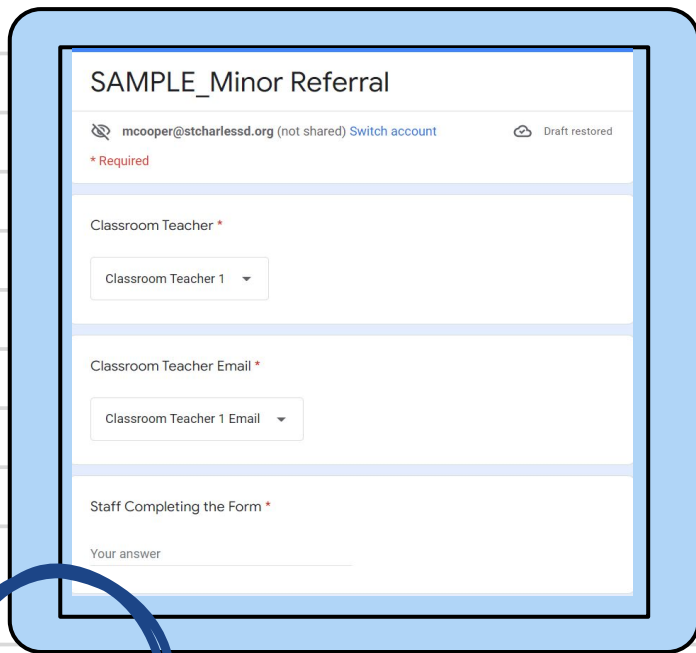


# Minors



## Step 2: Google Form

Create a Google Form that will gather the information needed for your document



The screenshot shows a Google Form titled "SAMPLE\_Minor Referral". At the top, it displays the user's email "mcooper@stcharlessd.org (not shared)" with a "Switch account" link and a "Draft restored" notification. A red asterisk indicates a required field. The form contains three dropdown menus: "Classroom Teacher \*", "Classroom Teacher Email \*", and "Staff Completing the Form \*". The "Classroom Teacher" dropdown is currently set to "Classroom Teacher 1". The "Classroom Teacher Email" dropdown is set to "Classroom Teacher 1 Email". Below these is a text input field labeled "Your answer" for the "Staff Completing the Form" question. A blue magnifying glass is positioned over the bottom left of the form.



## Minors

### Step 3: Pair Together

Use brackets {{ }} to create “tags” or “markers” in your google document.

Put the “markers” where you want information to be entered from your google form onto your google doc

Inside the bracket should be the EXACT question name (from the google form) for the desired information



# Minors

## Step 3: Pair Together

Student Name:	<b>{{Student FULL Name}}</b>
Date of Incident:	<b>{{Date}}</b>
Incident Behavior Type:	<b>{{Student Behavior}}</b>
What happened:	<b>{{Notes}}</b>

Student FULL Name \*

Your answer

Date \*

Date

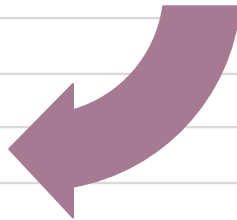
mm/dd/yyyy

Student Behavior \*

- Defiance
- Disrespect
- Disruption
- Inappropriate Language
- Physical Aggression
- Electronic Devices
- Other: \_\_\_\_\_

Notes \*

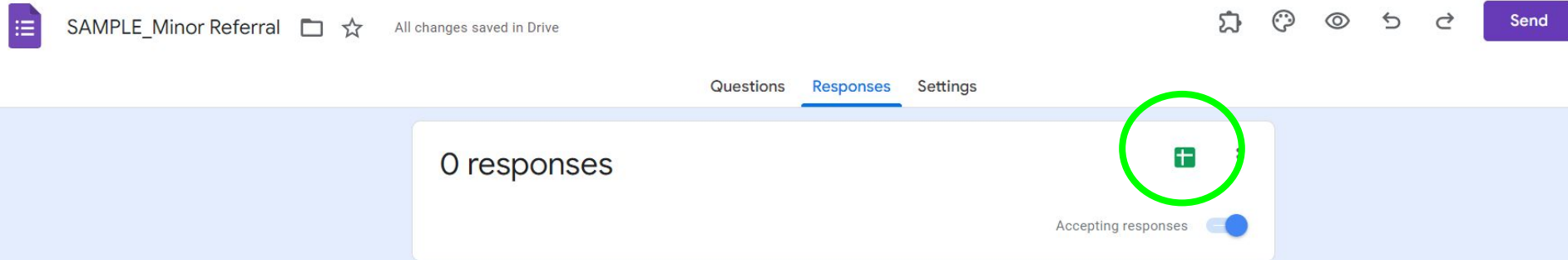
Your answer



## Minors

# Step 4: Google Sheets

On your Google Form, click 'responses' and click on the Sheets icon to create a new Google Sheet connected to your Form



The screenshot shows the Google Forms interface for a form titled "SAMPLE\_Minor Referral". The top navigation bar includes a menu icon, the form title, a folder icon, a star icon, and the text "All changes saved in Drive". On the right side of the top bar are icons for a star, a speech bubble, an eye, a refresh icon, and a share icon, followed by a purple "Send" button. Below the top bar are three tabs: "Questions", "Responses" (which is selected and underlined), and "Settings". The main content area is light blue and contains a white box with the text "0 responses". To the right of this box is a green square icon with a white plus sign, which is circled in green. Below the plus sign icon is a toggle switch labeled "Accepting responses" which is currently turned on.



# Minors

## Step 5: Extension

Open [Document Studio](#) (or other) extension, link the Google Form and Google Doc together

The screenshot shows a Google Sheet titled "Minor Referral Forms" with columns for Timestamp, Classroom Teacher, Staff, and Disruption. The "Extensions" menu is open, showing "Add-ons" and "Macros". The "Document Studio" extension is selected, and its settings panel is visible on the right. The settings panel includes options to "Enable" the extension (checked), "Select a template in Google Drive" (Google Document selected), and "Markers" (Found 9 markers). A green arrow points to the "Add-ons" menu, and a green box highlights the Document Studio settings panel.

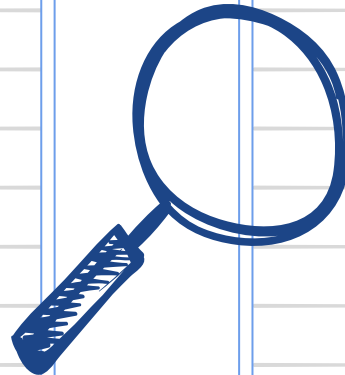
Timestamp	Classroom Teacher	Staff	Disruption	Date	Time	Location
9/16/2021 15:36:27	Hueffmeier	Hueffmeier	Disruption	9/16/2021	1:30:00 PM	Classroom
9/17/2021 9:58:58	Schmitt	Katly	Defiance	9/24/2021	9:55:00 AM	Classroom
9/17/2021 12:42:40	Basler	Abby	Disruption	9/24/2021	11:20:00 AM	Classroom
9/17/2021 15:41:20	McKenzie	Ms. M	Disruption	9/24/2021	2:30:00 PM	Classroom
9/21/2021 11:28:46	Wehmeier	Ms. Kenari	Disruption	9/24/2021	11:10:00 AM	Classroom
9/21/2021 16:33:04	Wehmeier	Mrs. Wehmeier	Disruption	9/24/2021	1:00:00 PM	Classroom
9/23/2021 9:15:41	Reisinger	Marietta Reisinger	Disruption	9/24/2021	2:20:00 PM	Classroom
9/23/2021 9:17:27	Reisinger	Marietta Reisinger	Disruption	9/24/2021	9:10:00 AM	Classroom
9/23/2021 14:57:59	McKenzie	Julie Dreher	Disruption	9/23/2021	2:45:00 PM	Classroom
9/24/2021 8:44:48	Schmitt	Katly Schmitt	Disruption	9/24/2021	9:40:00 AM	Classroom
9/24/2021 12:39:36	Riggs	Kristin Riggs	Disruption	9/24/2021	12:38:00 PM	Classroom
9/24/2021 12:40:40	Riggs	Kristin Riggs	Disruption	9/24/2021	12:38:00 PM	Classroom
9/24/2021 12:41:43	Riggs	Kristin Riggs	Disruption	9/24/2021	12:38:00 PM	Classroom
9/27/2021 18:42:13	Lindquist	Lindquist	Bullying another student	9/27/2021	10:30:00 AM	Classroom
9/29/2021 12:41:39	Mizeur	Miss Mizeur	Physical Aggression	9/29/2021	12:00:00 PM	Classroom
9/29/2021 14:43:04	Wehmeier	Mrs. Wehmeier	Disruption	9/29/2021	1:30:00 PM	Classroom
9/29/2021 15:30:29	Hueffmeier	Catherine Hueffmeier	Disruption	9/29/2021	3:00:00 PM	Classroom
9/29/2021 15:32:17	Hueffmeier	Catherine Hueffmeier	Defiance	9/29/2021	2:00:00 PM	Classroom
9/29/2021 15:34:01	Hueffmeier	Catherine Hueffmeier	Disruption	9/29/2021	3:00:00 PM	Classroom
9/29/2021 15:51:27	Wehmeier	Mrs. Wehmeier	Disruption	9/29/2021	2:40:00 PM	Classroom
9/30/2021 7:09:22	Basler	Abby Basler	Disrespect	9/29/2021	2:00:00 PM	Classroom
9/30/2021 10:52:46	Reisinger	MARIETTA Reisinger	Electronic Devices	9/30/2021	10:45:00 AM	Classroom
9/30/2021 13:54:54	Reisinger	marietta reisinger	Physical Aggression	9/30/2021	1:40:00 PM	Playground
10/1/2021 7:03:37	Reas	Kristin Reas	Disrespect	9/30/2021	4:00:00 PM	Classroom

[Document Studio TIPS/TRICKS](#)

# FACTS

## Step 1: Google Doc

Create a master template on Google Docs for your Minor Referral, FACTS form, etc.



Student Name: {{Student FULL Name}} Grade: {{Student Grade}} Teacher: {{Classroom Teacher}}

### TIER 2 NOMINATION FACTS

SAMPLE Elementary

Student Name: {{Student FULL Name}} Nominated By: {{Staff Completing Form}} Date: {{Date}}

#### TIER 1 INTERVENTIONS

Did the student receive 7) classroom PBIS instruction? Does the student receive positive reinforcement in class?  
[[Has the student been present for class PBIS lessons/expectations?]] [[Has the student received reinforcement for following the Big 3?]]  
**IF NO, review Tier 1 PBIS instruction and 4) positive reinforcement with the classroom teacher.**

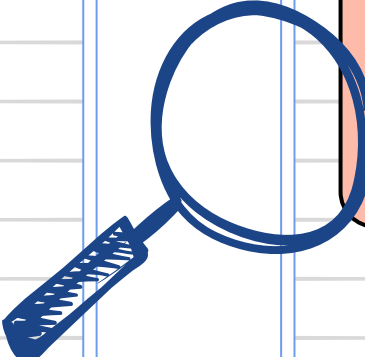
#### RECORD REVIEW

Information Needed	Summary of Findings	Date Gathered
Reason(s) for Nomination	[[Reason for Nomination]]	[[Date]]
Classroom Minors		
Office Discipline (ODR)		
Absences		
Tardies		
# of Unscheduled Counselor Visits		
# of Medically Unnecessary Nurse Visits		
If Applicable: - IEP Information - Health Information - Other		
Academic: Reading	[[Academic Snapshot (Reading)]]	[[Date]]
Academic: Writing	[[Academic Snapshot (Writing)]]	[[Date]]
Academic: Math	[[Academic Snapshot (Math)]]	[[Date]]

## FACTS

### Step 2: Google Form

Create a Google Form that will gather the information needed for your document



The image shows a sample Google Form titled "SAMPLE\_Nomination Form" displayed on a tablet. The form is titled "SAMPLE\_Nomination Form" and is associated with the account "mcooper@stcharlessd.org (not shared) Switch account". It features three required fields: "Classroom Teacher", "Classroom Teacher Email", and "Staff Completing Form".

**SAMPLE\_Nomination Form**

mcooper@stcharlessd.org (not shared) [Switch account](#)

\* Required

Classroom Teacher \*

Choose ▾

Classroom Teacher Email \*

Choose ▾

Staff Completing Form \*

Your answer \_\_\_\_\_

## FACTS

### Step 3: Pair Together

Use brackets {{ }} to create “tags” or “markers” in your google document.

Put the “markers” where you want information to be entered from your google form onto your google doc

Inside the bracket should be the EXACT question name (from the google form) for the desired information

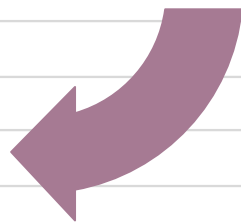


## FACTS

### Step 3: Pair Together

Academics: Reading	{{Academic Snapshot [Reading]}}
Academics: Writing	{{Academic Snapshot [Writing]}}
Academics: Math	{{Academic Snapshot [Math]}}

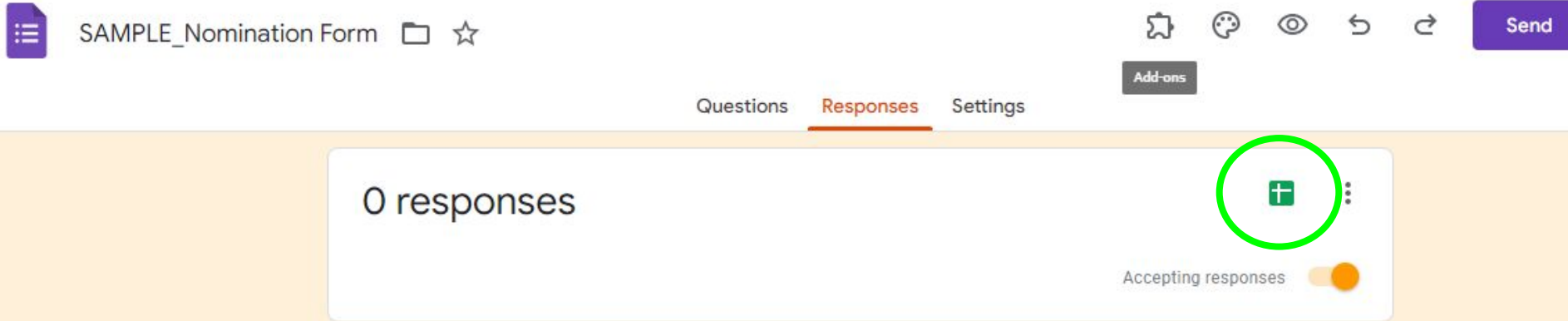
Academic Snapshot *	Below Grade Level	At Grade Level	Above Grade Level
Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Math	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## FACTS

# Step 4: Google Sheets

On your Google Form, click 'responses' and click on the Sheets icon to create a new Google Sheet connected to your Form



The screenshot shows the Google Forms interface for a form titled "SAMPLE\_Nomination Form". The "Responses" tab is selected, showing "0 responses". In the top right corner, there are icons for a bookmark, chat, eye, undo, and redo, along with a "Send" button. Below these icons is an "Add-ons" button. In the center, there are tabs for "Questions", "Responses", and "Settings". In the bottom right corner of the "Responses" panel, there is a green plus icon in a square, which is circled in green, and a toggle switch for "Accepting responses" which is currently turned on.

# Minors

## Step 5: Extension

Open [Document Studio](#) (or other) extension, link the Google Form and Google Doc together

The screenshot shows a Google Sheet titled "Minor Referral Forms" with columns for Timestamp, Classroom Teacher, Staff, and Disruption. The "Extensions" menu is open, showing "Add-ons" and "Macros". The "Document Studio" extension is highlighted, and its menu is open, showing options like "Open", "Help & Support", and "Help". A green arrow points to the "Add-ons" menu, and a green box highlights the "Document Studio" extension menu.

Timestamp	Classroom Teacher	Staff	Disruption
9/16/2021 15:36:27	Hueftmeier	Hueftmeier	Disruption
9/17/2021 9:58:58	Schmitt	Katly	Disruption
9/17/2021 12:42:40	Basler	Abby	Disruption
9/17/2021 15:41:20	McKenzie	Ms. M	Disruption
9/21/2021 11:28:46	Wehmeier	Ms. Kenari	Disruption
9/21/2021 16:33:04	Wehmeier	Mrs. Wehmeier	Disruption
9/23/2021 9:15:41	Reisinger	Marietta Reisinger	Disruption
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9/24/2021 12:39:36	Riggs	Kristin Riggs	Disruption
9/24/2021 12:40:40	Riggs	Kristin Riggs	Disruption
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9/29/2021 12:41:39	Mizeur	Miss Mizeur	Physical Aggression
9/29/2021 14:43:04	Wehmeier	Mrs. Wehmeier	Disruption
9/29/2021 15:30:29	Hueftmeier	Catherine Hueftmeier	Disruption
9/29/2021 15:32:17	Hueftmeier	Catherine Hueftmeier	Defiance
9/29/2021 15:34:01	Hueftmeier	Catherine Hueftmeier	Disruption
9/29/2021 15:51:27	Wehmeier	Mrs. Wehmeier	Disruption
9/30/2021 7:09:22	Basler	Abby Basler	Disrespect
9/30/2021 10:52:46	Reisinger	MARIETTA Reisinger	Electronic Devices
9/30/2021 13:54:54	Reisinger	marietta reisinger	Physical Aggression
10/1/2021 7:03:37	Reas	Kristin Reas	Disrespect

[Document Studio TIPS/TRICKS](#)



# Document Studio Tips



## Tip 1

Utilize tables in your Google Doc template so that formatting doesn't change when your information is imported



## Tip 2

Copy and paste the questions from your Google Form into the brackets on your Google Doc template



## Tip 3

Use the dropdown option on your Google Form for teachers' emails, so that they aren't accidentally entered incorrectly



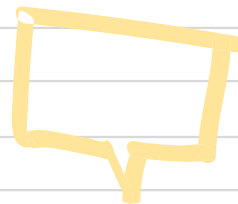




# Our PBIS Team 2021-2022



Our team consists of classroom teachers, specialty area teachers, special education teachers, psychological examiner, SLP, counselor, paraprofessionals, office staff, principal



# Links

## Google Extensions

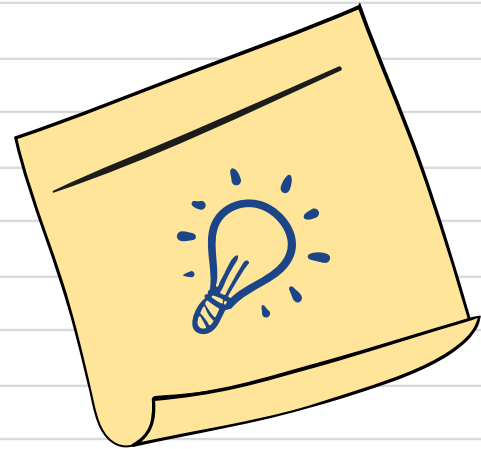
- [Document Studio](#)
- [Document Studio Tips/Tricks](#)
- [Form Publisher](#) (free extension)

## Coverdell Examples

- [Minor Referral - Google Form](#)
- [Minor Referral - Google Doc Template](#)
- [Tier 2 Nomination - Google Form](#)
- [FACTS - Google Doc Template](#)

## Screenastify

- Screenastify of Document Studio - what it does
- Screenastify of Document Studio - how to set it up





# Thanks!



Do you have any questions?

jdreher@stcharlessd.org  
636-443-4600  
Coverdell Elementary

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