Santa Fe Elementary School
Guidance & Counseling
Referral Form

Date ___________________  Student’s name _______________________________________

Grade _____  Teacher ______________________  Referred by (if different) ___________

Check the characteristics which generally describes the student’s behavior:

☐ Tattles about behavior of others  ☐ Excessive absence and/or tardiness
☐ Poor organization for class  ☐ Withdrawn
☐ Manipulates others to do things  ☐ Seeks constant adult attention
☐ Disrespectful  ☐ Inattentive; distractible
☐ Doesn’t work well in groups  ☐ Disturbs class routine
☐ Interrupts class with noises  ☐ Extreme quietness
☐ Fighting  ☐ Verbally aggressive
☐ Drug and/or alcohol awareness  ☐ Low self-concept
☐ Personal Problem  ☐ Unusual temper outbursts
☐ Family problem  ☐ Other: ____________________________

Briefly describe the specific incidents which led to the referral: ______________________

What goal(s) do you want this student to achieve? ______________________

Check which actions have already been made to help the student make the needed changes in
his/her behavior.

☐ Conference with the student  ☐ Conferred with counselor
☐ Worked with student individually  ☐ Sent to the office
☐ Called parent  ☐ Parent conference
☐ Other: ______________________

Briefly describe at least three positive strengths this student displays:
1. ________________________________________________
2. ________________________________________________
3. ________________________________________________