



Incident Referrals (Office Discipline Referrals/ODRs)

The Office of Family Services has received a number of questions regarding incident referrals. The following are simple guidelines all schools should utilize:

1. No student should be removed from an instructional setting without an incident referral. Incident referrals that result in a student being removed from an instructional setting should be recorded on the incident screen in eSIS.
2. No student should be suspended from school without an incident referral being recorded on the incident screen in eSIS.
3. Incident referrals that are being written for a documentation purpose only and the student is not removed from the instructional setting should be recorded in eSIS Notes.
4. Bus referrals that are written by the bus driver that result in disciplinary action by an administrator should be transferred to an incident referral. The incident referral should be recorded on the incident screen in eSIS with the incident site identified as Transportation – Yellow. *These are incidents that result in the student being assigned a detention, bus suspension, or suspension from school.*
5. Bus referrals written by a bus driver that do not result in disciplinary actions should be retained at the school for one year after the student leaves the district. *These are incidents that do not result in anything more than parent contact or counseling by an administrator.*
6. Only one offense may be recorded in the incident screen in eSIS. If multiple offenses are checked on the incident referral, the administrator should select the most severe offense that is the main cause for disciplinary action. The additional offenses may be noted in the narrative.
7. Multiple Administrative Actions may be recorded on the incident screen in eSIS, i.e., parent contact (14) and suspension (33).