

STEP 4/5 CONFERENCE REFERRAL

STUDENT NAME	DATE
REFERRING STAFF MEMBER	GUIDANCE COUNSELOR
PARENT/GUARDIAN NAME	ADMINISTRATOR

Check one and explain:

- Progressed through Steps 1-4
- Automatic Step 4
- Qualified for Step 5

Step 1 _____

Step 2 _____

Step 3 _____

Step 4 _____

_____ Qualified for Step 5 _____

Location of Student:

- Buddy Room
- Student sent home
- Parent came for conference

Conference Results:

Office Phone Verification:

- Call Complete
- Parents will be here
- No contact - student referred to Administration for assistance

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