

## 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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