

### **ODR Essential Elements Checklist**

For your office disciplinary referral (ODR) data collection and analysis to be as comprehensive and concise as possible, it will be important to determine if the ODR form itself contains these essential elements. If all of these elements are accounted for in the ODR form, your building leadership team will be able to organize and analyze your data around the 5 Ws – Where, When, What behavior, Who referred, and Which student.

**Instructions:** Have a blank ODR available. Look for the 11 noted essential elements in your ODR form. Check yes if the element is accounted for, no if it is not included in your ODR, and how you will change the ODR if an element is not included.

<i>How well do the components of our ODR form match the ODR essential elements that align with the 5 Ws?</i>				
<b>The 5 W Questions</b>	<b>Essential Elements of a Rigorous ODR</b>	<b>Does our ODR match?</b>		
		<b>Yes</b>	<b>No</b>	<b>If no, how will we change our ODR</b>
<i>Where</i>	Location of Incident			
<i>When</i>	Date			
	Time of Incident			
<i>What behavior</i>	Problem Behavior			
	Possible Motivation <ul style="list-style-type: none"><li>▪ Get/Obtain</li><li>▪ Escape/Avoid</li></ul>			
<i>Who referred</i>	Referring Staff			
<i>Which student(s)</i>	Student's Name			
	Student's Grade Level			
	Others Involved			
<i>Results</i>	Administrative/Teacher Action			
	Other Comments			

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