

Discipline / Behavioral Incident Tracking Sheet

(please include dates and other specific information related to each activity/incident)



<i>--- For each specific individual behavioral incident ---</i>				<i>--- Related to this overall school year ---</i>			
Date	Brief Description of Incident	Outcome *	**Number of days child was removed (include ½ days)	**Total days of removal during this school year	**Has a functional behavioral assessment (FBA) been requested?	**Has a FBA been conducted	**Does the IEP include a Positive Behavioral Intervention (PBI) plan

* **Outcomes may include:** warning to child; parent asked to pick up child from school early [note time of day child was picked up]; removed from class to principal’s/other administrator’s office; removal to “time-out” or seclusion room; after-school detention; Saturday detention; in-school suspension; out-of-school suspension; “easement day”; restraint of child; expulsion; other. Also, please note if the child was removed from his/her general or special education classroom, did he/she continue to receive all special education and related services in the alternative environment (including interaction with typical peers if that are included in the child’s IEP)?

****Notes:**

- A parent or other IEP team member may request reevaluations, including a FBA whenever the child’s academic, social/emotional or behavioral needs indicate one is necessary to provide the IEP team with information to develop or revise the child’s IEP
- If a child has been removed for more than 10 days in a school year, he/she is entitled to receive special education services in his/her interim alternative educational setting (may be the child’s home or alternative setting) during any days of removal beyond 10 days in a school year.
- If one has not yet been conducted, a FBA and PBI plan should be developed by the IEP Team.
- If a child has been removed for 10 days at one time, or for a pattern of short-term removals totaling 10 or more days in a school year, the IEP team must conduct a manifestation determination meeting.

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice. For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecialled.org. Be sure to read our brochure, “Steps in the NH Special Education Process”.

