

EVALUATING EXISTING RECORDS

Review existing data about students involved in the bullying report. Examples of data to consider reviewing include formal and informal teacher reports, nurse visits, academic records, office discipline referrals (ODRs), attendance, standardized test scores, date of enrollment, 504/IEP records, and assessment data. Note anything that appears related to this student's functioning or development, prior incidents, or similar behaviors. The task of evaluating existing records should be completed by an administrator, pupil services professional, or other staff member who has easy access to the relevant pupil records. Throughout the process of investigating bullying concerns, the confidentiality of student information should be maintained in accordance with local, state, and federal policies.

Your name	Student's Name	Date of Review
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Formal and informal teacher reports

Nurse visits

Academic records

Office discipline referrals (ODRs)

Attendance records

Standardized test scores

Date of enrollment

504 plan or IEP:

Assessment data:

Other - specify: _____

Other - specify: _____

Other - specify: _____

What evidence did you find from the existing data? (Summary)

What conclusions did you draw?
