

DISCIPLINARY ACTION REVIEW FORM (DARF)

Local Educational Agency (LEA) _____

Student's Full Name _____
School _____
Parent(s)/Guardian(s) _____
Address _____
City/State/Zip _____

Date Suspension Determined _____
Date of Birth _____
Grade _____
WVEIS# _____
Telephone _____

THIS FORM MUST BE COMPLETED BY A SCHOOL ADMINISTRATOR OR DESIGNEE THE DAY THE SUSPENSION AND/OR PROPOSED EXPULSION INTERVENTION WAS DETERMINED.

Section 1:

If the student meets one or more of the following criteria proceed to Section 2.

- ☐ At the time of the incident, the student has a disability-based IEP. **(If the student has a disability under Section 504 only, use the Section 504 DARF/MDR Document.)**
- ☐ The student is in the multidisciplinary evaluation process.
- ☐ The parent(s) have expressed in writing to supervisory personnel that the student may need special education and related services.
- ☐ The parent(s) have requested in writing a multidisciplinary evaluation.
- ☐ The student's teacher or other (LEA) personnel have expressed concerns about a pattern of behavior to the LEA's director of special education or other LEA supervisory personnel.

Section 2:

Cumulative days the student has been suspended or expelled this school year prior to this incident: _____

The student's disciplinary removal (intervention) is for the following date(s) _____

After reviewing the above documentation, the administrator must respond to the following two questions:

- ☐ **Yes** ☐ **No** Is this removal for more than 10 consecutive school days, a recommendation of expulsion, or 45 school day interim alternative educational placement?
- ☐ **Yes** ☐ **No** Is this a series of removals that constitutes a pattern as established by meeting **ALL** three criteria below?
- ☐ **Yes** ☐ **No** More than 10 cumulative school days; AND
 - ☐ **Yes** ☐ **No** Similarity of behaviors; AND
 - ☐ **Yes** ☐ **No** Length of each removal and proximity of removals to one another.

If the administrator responds "No" to both questions, a disciplinary change of placement has NOT occurred.

The student can be suspended without a Manifestation Determination Review (MDR). Proceed to Section 3.

If the administrator responds "Yes" to either question above, a disciplinary change of placement has occurred.

1. Document the following were provided to the parent(s) on the **SAME DAY** the suspension was determined.
☐ Written Notice of Suspension ☐ Procedural Safeguards Brochure ☐ Prior Written Notice
Date provided: _____ Method: ☐ hand-delivered ☐ e-mailed (US mail is insufficient)
2. **Schedule a targeted IEP review to conduct a Manifestation Determination Review (MDR) and complete the MDR Form as soon as possible but no later than 10 school days after the discipline determination date.**
3. Proceed to Section 3.

Section 3:

Document that the administrator has consulted with at least one of the student's teachers to determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and progress toward meeting the goals set out in the student's IEP.

List the services to be provided to the student pending the MDR or while suspended when it is not a disciplinary change of placement: _____

Administrator Signature _____ Teacher Signature _____