

**Reid Elementary**  
**Responsibility Room Request Form**

Date \_\_\_\_\_ Teacher/Referring Staff \_\_\_\_\_

Student Name \_\_\_\_\_

**Reason for Intervention (Infraction):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Intervention desired:**

Letter of Apology (To Student/Staff)     Letter of Responsibility (To Parents)     Think Sheet

Late/ Unfinished Assignments \_\_\_\_\_

Special Assignment \_\_\_\_\_

Other \_\_\_\_\_

**Intervention Date(s):**

Start Date \_\_\_\_\_ Mon / Wed / Fri    End Date \_\_\_\_\_ Mon / Wed / Fri

**Time of Intervention:**

Recess \_\_\_\_:\_\_\_\_ - \_\_\_\_:\_\_\_\_     Lunch \_\_\_\_:\_\_\_\_ - \_\_\_\_:\_\_\_\_     Recess/Lunch \_\_\_\_:\_\_\_\_ - \_\_\_\_:\_\_\_\_

**Intervention Observations/Feedback:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requires Further Intervention:**

No

Yes \_\_\_\_\_