

Data Analysis Worksheet

School: _____

Month/Year: _____

Office Discipline Referrals	
Average Referrals per Day per Month (ODR ÷ # School Days)	
ODR Rate: Average Referral per 100 Students per Day (ODR ÷ # Students ÷ # School Days × 100)	
How does our rate compare with last month? (What is the trend: Increase, Decrease, or Flat)	
Students - WHO were the Top 3 most frequent students this month?	
Grade - WHO were the Top 3 most frequent grades?	
Problem Behaviors - WHAT were the Top 3 most frequent problem behaviors?	
Time of Day - WHEN were the Top 3 most frequent times?	
Day of Week - WHEN were the Top 3 most frequent days?	
Location - WHERE were the Top 3 most frequent locations?	
Triangle Data	
How many students with 6+ ODR since start of school? (Tier 3)	
How many students with 2-5 ODR since start of school? (Tier 2)	
How many students with 0-1 ODR since start of school? (Tier 1)	

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Additional Behavior Data

Average Referrals per Day this month? Trend?
(from front page)

Suspensions (ISS/OSS) this month? Trend?

Absences this month? Trend?

Tardies this month? Trend?

Define a Precise Problem Statement

Pro Tip: Based on front page, choose the most problematic category this month, then filter the ODR database by that category and 'drill down' to analyze the problem with more precision.

WHO is engaged in problem behavior?

WHAT is the problem behavior?

WHERE are problem behaviors occurring?

WHEN are problem behaviors most likely to occur?

WHY might this be happening?

Use the *Problem Solving Worksheet* to plan an intervention
for this Precise Problem Statement