

# Baseline Data and Planning Form

Student Name:

Date referred:

Referring person(s):

(For all steps please attach a separate sheet if needed)

**Steps 1 & 2 - Key issues to be addressed:**

- 1.
- 2.

**Step 3 - Baseline Data\*\*:**

---

Frequency:

Severity:

Places problem is observed:

Times when problem is observed:

Things that trigger the problem:

---

Strategies that resulted in positive response:

Strategies found to be ineffective:

Reinforcements found to be effective:

Reinforcements not recommended:

---

**Step 4 - DATA Goal\*\*\*:**

---

**Step 5 - Team members for meeting:**

**Step 6 - Who will contact parents?**

**Step 7 - Who will make the follow-up call to parents?**

**Step 8 - Who will prepare the student?**

Referral taken by:

\*Attach Strengths and Concerns form

\*\* Attach work samples and observation data

\*\*\* See "5 reasons" document