Tips for Faculty:
How to Complete a Care Team Report

General Guidelines
- Be objective
- Avoid speculation, opinion, labels, stereotypes, diagnoses
- Write the report as though the student will read it
- Understand you are creating a FERPA-protected document

Describe the Student's Behavior
- Provide the context (when/where did behavior occur)
- Report actions you observed
- Note the student's body language
- To the extent possible, report the precise wording the student used
- Describe the tone and volume of the student's voice
- Detail the frequency or duration of the behavior

Describe the Impact on Others
- Delineate your response, if anyone other than you intervened, and how the student responded
- Describe the impact on the environment/culture of your in-person or online class/immediate surroundings/event
- Note if the situation is impacting the ability of you and others to fulfill their roles

Describe Helpful Details
- Relate any unique situational factors
- List witnesses
- Recount prior interactions (does this situation follow a pattern/is it atypical)
- Include the names of others who have been notified of the situation