How to Write a Student of Concern Report

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Do's and Don'ts of Writing a Student of Concern Report

**DO'S**
- Indicate date and time of incident
- Describe specific behaviors
- Describe impact of behaviors
- Provide a chronology of events
- Identify each person in report (as much as is possible)
- Use exact quotes if possible
- Spell out foul language fully (NO first letter than dashes then last letter)
- Be specific
- Be concise (but thorough)

**DON'TS**
- Don't express opinion
- Don't make evaluative statements
- Don't provide conjecture
- Don't over-embellish
- Don't call people names
- Use professional language (it's okay to quote specific foul language)

Example of How To Write a Student of Concern Report

**Student of Concern Report – Bad Example**

John Doe is a student in one of my classes. He has demonstrated a significant degree of immaturity and irresponsibility. He shows me nothing but disrespect and is making it impossible to teach my class.

John has stalked into class three times since the term started, late each time. He talks on his cell phone, or talks to others when he walks through the door.

One time he walked right past me and flaunted his late arrival in an attempt to insult me to in front of the entire class.

I tried to talk with him one time after class but he ran out before I could get to him.

This last time he was late I did try to talk to him after class, but he would have none of it. He yelled and screamed at me, cutting me off and wouldn’t even let me talk. He stood over me and tried to intimidate me, but I refused to be cowed.

John doesn't possess the emotional maturity to be a college student. He doesn’t care about the other students in the class nor about learning. He should be removed from my class and if he is acting the same was in other classes, he should be removed from them too.

**Student of Concern Report – Good Example**

I am writing about John Doe, who is a student in my Writing 121 class. I am concerned about repeated behavior on his part which is disruptive to my class.

Back in January when the term started John entered my class at least 20 minutes late 1 time during the first week of classes and two times during the second week of classes (the class meets three times per week).

The first time he walked into class late (January 7) he was talking on his cell phone and finished his call just as he sat down in a chair in the back of the classroom. When he entered I had to stop lecturing and the entire class followed John as he walked to the back of the room. He was smiling when he sat down. I asked the class to return their attention to me. I didn’t say anything to John at that time.

The next week John entered class about twenty minutes late on Monday, January 12. He opened the door and stood in the doorway continuing a conversation with someone on the hallway. It lasted about 30 seconds and then he said goodbye to that person and walked into the room, walked to the back and sat. Again, I had to stop lecturing due to the noise and disruption. I had meant to speak to John after class about his behavior but another student pulled me aside with a question and John left before I could flag him down.

That Wednesday, January 14, John entered class about 20 minutes late again. He entered and very slowly walked across the room between me and the front row of seats, and then went to the back and sat down. He walked very slowly, much slower than what a normal walking pace would be. Again, I had to stop lecturing until he sat down. As he passed me he smiled at me then turned and looked at the class. As he sat down I said, “John, I need to talk with you briefly at the end of class.” Then I returned to the lecture.

As the class ended John came up to me. His pace was fast, and he was moving his arms aggressively. His expression was angry and he asked me in a raised voice what I wanted to talk to him about. I asked him to wait a moment while the rest of the class left the room. He continued to ask me what he had done wrong and the volume of his voice was way above normal talking volume. He became more physically animated and stepped closer to me, invading my personal space. One student who was leaving, Jason Brown, stopped and asked if everything was okay. I told him that things were okay, that I just needed to talk to John in private.
After the students were gone John continued to behave in a physically and verbally aggressive manner. I asked him to “calm down”, that I only wanted to talk to him about his late arrivals to class. This seemed to make him more angry and I couldn’t understand why, because that was all I had said to him so far. I couldn’t get a word in edgewise as he continued to talk over me as I tried to speak. His behavior was ramping up as he was getting louder and angrier.

At that point I decided that we were not going to be able to have a discussion. I told John that I’d send him an email with my concerns and he could respond that way. He continued to speak loudly, making critical comments about me being an incompetent teacher, that I was on at “power trip” in the class, etc. I packed up my things as he continued to yell at me. I walked out of the door and he followed me out into the hallway. He turned and went down the opposite way and that was the end of the altercation.

I do not feel threatened by John, but it is clear that he will not engage with me in a conversation about his behavior. I will consult with my department chair and/or division dean and ask for their help in confronting John about his behavior.