

Form 3 — Tier 3 OFPP Referral & Review Form

Office Managed | Initiated by the University Field Supervisor or OFPP TCP Coordinator and submitted to OFPP. OFPP formally opens and manages the Tier 3 case.

Case Number (assigned by OFPP):	Date Opened:
Teacher Candidate:	Mentor Teacher:
School / Site:	University Field Supervisor:
Referred By:	Program: ☐ Undergraduate ☐ Graduate

PART A - Referral

1. Reason for Referral

Tier 1/2 steps were attempted and did not resolve the concern, or the concern involves professional dispositions serious enough to threaten the placement.

2. Prior Steps Taken if any (if available, attach all relevant documentation)

- ☐ Tier 1 Conversation & Reflection Log (Form 1) attached
- ☐ Tier 2 Triad Conference & Collaborative Action Plan (Form 2) completed and attached

3. Summary of the Concern

State the facts (who, what, when, where) separately from any interpretation or opinion. Use additional pages if needed.

Factual summary:

Prior pattern, if any (e.g., dates of earlier Tier 1/2 attempts):

4. Parties Involved

Name	Role	Contacted?	Notes

PART B – OFPP Review & Decision

For OFPP Use Only

Options Considered

- ☐ Revised action plan with closer OFPP monitoring — Teacher Candidate remains at current site

- ☐ Mediated conversation to continue the current placement
- ☐ Planned transfer to a new mentor teacher / site
- ☐ Other:

Decision and Rationale

Decision:

Rationale:

Placement Outcome:

Date decision communicated to all parties:	Site Administrator notified (per partnership MOU):
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☐ If this decision could result in a grade of “No Credit,” the Teacher Candidate has been informed of their grade-appeal rights.

Sign-Off

TCP Program Director	OFPP Administrator
Signature / Date: _____	Signature / Date: _____

Retain in the Teacher Candidate's case file and send a copy to the TCP Academic Advisor in accordance with university record-retention requirements. Notify the Office of the Dean as FYI. Do not share outside the parties listed above without OFPP Administrator approval.