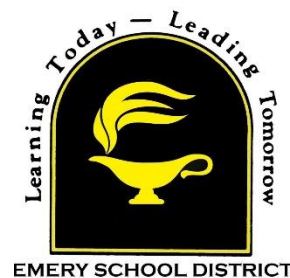


# Emery County School District



Policy: JLDBAA-E1 / JLDBA-E3 – Record of Parent Notification

Date Adopted: 1 May 2013  
Current Review / Revision: 1 May 2013

## Record of Parent Notification of Student Threat or Incident Required by 53G-9-604

This form is a record required to be maintained securely and confidentially by the school consistent with Utah Code 53G-9-604 following parent notification of student suicide threat, bullying incident, cyber-bullying incident, harassment incident, hazing incident or retaliation incident. THIS FORM SHOULD NOT BE USED TO NOTIFY PARENT(S) OF THE INCIDENT.

Student's Name: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Parent was notified of the incident by:

\_\_\_\_\_  
Employee's Name Signature School

on \_\_\_\_\_ by ( ) phone ( ) email ( ) mail ( ) other \_\_\_\_\_  
Date

Parent Contact Information: \_\_\_\_\_

Parent was notified of:

- ( ) Suicide Threat
- ( ) Bullying Incident
- ( ) Cyber-bullying Incident
- ( ) Harassment Incident
- ( ) Hazing Incident
- ( ) Retaliation Incident

Note: A copy of this document shall be given to a student and/or shall be removed from the student's file after graduation, upon request.