

# Record of Parent Notification of Student Threat or Incident

(Required by Utah Code Ann. §53G-9-604)



**THIS FORM SHOULD NOT BE USED TO NOTIFY PARENT(S) OF THE INCIDENT.**

This form is a record required to be maintained securely and confidentially by the school consistent with Utah Code Ann. §53G-9-604(3) following parent notification of a student suicide threat\*, or an incident of bullying, cyber-bullying, hazing, or retaliation, and should also be used for incidents of discrimination, harassment, and/or sexual harassment. THIS FORM MUST NOT BE KEPT IN ANY STUDENT CUMULATIVE FILE.

Student's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Parent was notified of the incident by:

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

On \_\_\_\_\_ by \_\_\_\_\_  phone  email  mail  other  
Date/Time

\*In case of student suicide threat, notification must be by phone or in person.

Provide parent contact information:

\_\_\_\_\_  
\_\_\_\_\_

- Parent was notified of:  suicide threat  bullying incident  cyber-bullying incident  
 hazing incident  retaliation incident  discrimination incident  
 harassment incident  sexual harassment

Parent was given the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.