

The purpose of this letter is to inform you that on **XX-XX-XXXX** Intervention was required for **XXXX**.

DESCRIPTION OF INCIDENT

Type of Emergency Safety Intervention Used:

School Personnel Who Participated in or Supervised the Incident:

Witnesses:

Clear explanation of the immediate danger to the students or others:

Any de-escalation techniques used prior to the ESI:

Description of the ESI used:

Steps taken to transition student back into the educational setting:

Outcome of the incident:

Please contact the building principal if you have any questions regarding this use of ESI.

(Signature of person completing report) (Date)

*Parent(s)/guardian(s) notified of this incident on **XX-XX-XXXX** by **XXXXX**.