

Documentation of Reporting Required by Law

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

This form shall be used to document reports listed in Policy 09.2211 that are required by KRS 158.154, KRS 158.155, and KRS 158.156. After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall report the alleged incident to the Principal for documentation.

STUDENT REPORTED FOR VIOLATION _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <i>Last Name</i> <i>First Name</i> <i>Middle Initial</i> </div>

General nature of the alleged violation:

On _____, I reported the above incident to:
Date

- Local law enforcement official; specify: _____
- Department of Kentucky State Police County Attorney
- The Superintendent, who shall report it to the Board, if required by KRS 158.156

_____ _____
Signature of Principal Reporting *Date*

The following information about the student involved is for internal tracking purposes only:

INFORMATION FOR STUDENT REPORTED:			
BIRTHDATE _____	AGE _____	SCHOOL _____	GRADE _____
PARENT/GUARDIAN _____			
<i>Last Name</i>		<i>First Name</i>	<i>Middle Initial</i>
PARENT/GUARDIAN ADDRESS _____			
PARENT/GUARDIAN WORK PHONE _____		HOME PHONE _____	

If the report concerns an alleged student victim, the following information applies to that student:

ALLEGED VICTIM _____			
<i>Last Name</i>		<i>First Name</i>	<i>Middle Initial</i>
BIRTHDATE _____	AGE _____	SCHOOL _____	GRADE _____
PARENT/GUARDIAN _____			
<i>Last Name</i>		<i>First Name</i>	<i>Middle Initial</i>
PARENT/GUARDIAN ADDRESS _____			
PARENT/GUARDIAN WORK PHONE _____		HOME PHONE _____	

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PARENTAL NOTIFICATION

If their child is involved in an incident related to KRS 158.156, the Principal shall notify parents/guardians in writing.

BOARD NOTIFICATION

For an incident related to KRS 158.156, the Principal shall report only the following information to the Superintendent to share with the Board:

On _____, _____ students were involved in an incident	
<i>Date</i>	<i>Number</i>
reportable under KRS 158.156.	
<i>Name of School</i>	<i>Signature of Principal</i>

RELATED PROCEDURE:

09.438 AP.21

Review/Revised:8/14/08