

DEBRIEFING MEETING INVITATION
DEBRIEFING LETTER TO GUARDIAN OF STUDENT INVOLVED IN AN OCCURRENCE
WHERE PHYSICAL RESTRAINT AND/OR SECLUSION WAS USED

The law requires debriefing meetings be held for such occurrences in the following circumstances:

- Following the first instance of seclusion or physical restraint during a school year;
- When any personal injury occurs as a part of the use of seclusion or physical restraint;
- When a reasonable educator would determine a debriefing session is necessary;
- When suggested by a student's IEP team;
- When agreed to by the guardian and school officials; AND
- After seven instances of seclusion or physical restraint of the student.

* Required

1. Parent/Guardian Name *
2. Student Name *
3. Date and time of Debriefing Meeting (within 5 days of occurrence) *
4. Location of meeting (school location and room number or description) *
5. Reason for debriefing meeting * *Check all that apply.*
 - Following the first instance of seclusion or physical restraint during a school year
 - When any personal injury occurs as a part of the use of seclusion or physical restraint
 - When a reasonable educator would determine a debriefing session is necessary
 - When suggested by a student's IEP team
 - When agreed to by the guardian and school officials
 - and after seven instances of seclusion or physical restraint of the student

Employee names and titles

List names of individuals and job titles in the following format: First Name Last Name, Job Title

6. Employees names and titles who observed, were involved with or implemented physical restraint and/or seclusion during occurrence (including administrator who approved extended time if applicable) *

7. Name and title of Employee not involved in the occurrence that will attend the debriefing meeting: *

8. Administrator name & title *

9. Administrator contact email *

10. Administrator contact telephone number *