

## Parent Notification Log of a Bullying Incident Seminole County Public Schools

This form is a record/log of communication provided to parents of victims and perpetrator for an act of bullying or harassment and is also used to document contact made with law enforcement if the incident warranted contact with law enforcement. This is only a record of the notification and any follow up communication and should be kept separately from the student's educational records. **This is not a form given to parents to serve as notification of incidents. It is used for documentation purposes only.**

**Student Name** \_\_\_\_\_ **School** \_\_\_\_\_

### **Parent Information**

Parent/Guardian Name \_\_\_\_\_ Contact Date \_\_\_\_\_

Contacted: \_\_\_\_\_ Phone Number \_\_\_\_\_ Time \_\_\_\_\_

Meeting Date \_\_\_\_\_ Email Address \_\_\_\_\_

Letter via Mail Address \_\_\_\_\_

**Law Enforcement Contact:** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Name of Contact \_\_\_\_\_

### **Incident Type**

Bullying \_\_\_\_\_ Cyberbullying \_\_\_\_\_ Harassment \_\_\_\_\_

**Plan for Parent Follow-up regarding protection of the victim: (attach plan to this document).**

**Follow-up parent notification date** \_\_\_\_\_

**Date of Contact** \_\_\_\_\_

**Notes regarding follow-up with parent: (attach notes of communication).**

\_\_\_\_\_  
**Name of Administrator**

\_\_\_\_\_  
**Signature of Administrator**