

The School Board of Hernando County
Documentation of
Incident of Restraint *On the Day of the Incident*
Data Collection/Reporting Procedure Checklist

Student Name _____ Date _____

	Procedures	Completed (if no, document reason)
1	The Emergency Incident Report was completed.	Y N
2	Administrator prepared the Parent Notification of Restraint or Seclusion form.	Y N
3	Parent Notification of Restraint or Seclusion form was provided to the parents by the end of the school day.	Y N
4	Parent/guardian came to the school to receive the parent notification	Y N
5	The parent/guardian did not come to the school to receive the notification; the notice was sent home with the student.	Y N/A
6	If the notification form was sent home with the student, an administrator called or emailed the parent/guardian to follow-up.	Y N/A First Attempt Date _____ Time _____ Email _____ Phone _____ Second Attempt Date _____ Time _____ Email _____ Phone _____
7	A copy of the Parent Notification of Restraint or Seclusion form is filed in the Administrator's office.	Y N
8	A signed acknowledgement of receipt of the Parent Notification of Restraint or Seclusion form was received from the parent/guardian and filed in the Administrator's office.	Y N
9	Document attempts to retrieve parent/guardian signature of the Parent Notification of Restraint or Seclusion form.	N/A First Attempt Date _____ Time _____ Email _____ Phone _____ Second Attempt Date _____ Time _____ Email _____ Phone _____