

The School Board of Hernando County
Documentation of
Incident of Restraint *Within Three Days* of the Incident
Data Collection/Reporting Procedure Checklist

Student Name _____ Date _____

	Procedures	Completed (if no, document reason)
1	An Administrator collected data (on Emergency Incident Report) by debriefing the incident with the personnel involved.	Y N
2	An Administrator prepared the web-based incident report.	Y N
3	If the student is ESE, A Behavior Specialist/Analyst reviewed the report before saving as a final copy.	Y N
4	If the student is ESE, the incident was reported to the ESE Director or Director's secretary by phone when the web-based incident report was saved as a "Final Copy" on the web-based reporting system.	Y N N/A
5	If the student is 504, the incident was reported to the Student Services Director or Director's secretary by phone when the web-based incident report was saved as a "Final Copy" on the web-based reporting system.	Y N N/A
6	If the student is ESE, the Behavior Specialist/Analyst delivered a copy of the Parent's Signature Page of Acknowledgement of Notification , a copy of the web-based incident report, and copies (2) of Procedure Checklists to the ESE Director.	Y N N/A
7	If the student is 504, the School Psychologist delivered a copy of the Parent's Signature Page of Acknowledgement of Notification , a copy of the web-based incident report, and copies (2) of Procedure Checklists to the Student Services Director.	Y N
8	Parents were provided a copy of the web-based incident report within 3 days of the incident. Date:	Y N
9	A signed Acknowledgement of Receipt of the web-based incident report was received from the parent/guardian and filed in the Administrator's office.	Y N
10	Document attempts to retrieve parent/guardian signature of the web-based incident report.	N/A First Attempt Date _____ Time _____ Email _____ Phone _____ Second Attempt Date _____ Time _____ Email _____ Phone _____