

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