

School District of Fort Atkinson

Notification & Reporting of Physical Restraint and/or Seclusion

Pupil's Name		Parent	
Date Parents were notified (of the incident & when the written report will be available)		Parents need to be notified no later than one business day after the incident occurred	

Date written report will be available for parents		Must be available for review by the pupil's parents within 3 business days of the incident
How were parents notified?		

Incident Written Report							
Check item(s) that apply							
Physical Restraint		Date		Time		Duration	
Seclusion		Date		Time		Duration	
Description of the incident (use additional pages as needed)							
Description of the actions of the pupil							
1. Before the incident							
2. During the incident							
3. After the incident							
Names of Individuals Present During the Incident:				Title			

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RETURN COMPLETED FORM TO BUILDING PRINCIPAL