First Notice of Use of Physical Restraint or Seclusion Time Out

Date of Notice: _____ Name of Student: _____

Dear Parents/Guardians:

In accordance with Florida Statute 1003.573, schools are required to notify parents or guardians in writing each time physical restraint or seclusion is used with a student and to obtain your signed acknowledgement that you have been notified.

This **first notice of this incident for your student** **is** being provided on the day of the incident. In addition, you will also be provided with the completed incident report in writing within 3 school days.

Please review this notice, sign and return it to the school at your earliest possible convenience. ***Again, in addition to this notice, a completed incident report will follow within three school days. We are required to obtain parent signature for this notification and the second notice (final incident report).***

☐ Your child was physically restrained today. ☐ The type of restraint used was _____

☐ Your child was injured (description of injury) _____

_____

☐ Your child was not injured. ☐ Your child was placed in a secluded area today.

Mailed by: _____

Acknowledgement of Receipt of First Notice of Use of Physical Restraint or Seclusion Time Out:

Parent/Guardian Name (Print)	Signature	Date

DOCUMENTATION OF ATTEMPTS TO CONTACT PARENT/GUARDIAN ON THE DAY OF THE INCIDENT

Parents/legal guardians of student must be notified after each time manual physical restraint is used before the end of the day in which the restraint or seclusion occurred. Notification must be in writing as well as making reasonable efforts to notify by phone or e-mail.

Type of Contact	By Whom	Date	Time	Results
☐ Phone Call				☐ Call answered ☐ Left Message ☐ No answer ☐ No phone/Disconnected
☐ Phone Call				☐ Call answered ☐ Left Message ☐ No answer ☐ No phone/Disconnected
☐ E-mail				Documented: ☐ Receipt of Delivery ☐ Receipt on Read

DOCUMENTATION OF ATTEMPTS TO OBTAIN SIGNED ACKNOWLEDGEMENT OF SAME DAY NOTICE

The school must obtain, and keep in its records the parent/guardian's signed acknowledgement of receipt of notification of his/her child's restraint or seclusion or make at least two additional attempts to obtain written acknowledgement.

Self-addressed stamped envelope included: ☐ Yes ☐ No

Attempt to Contact Date:	By Whom	Results
Initial Attempt: _____		☐ Personal Contact ☐ Sent Home ☐ Mailed
1st Additional Attempt: _____		☐ Personal Contact ☐ Sent Home ☐ Mailed
2nd Additional Attempt: _____		☐ Personal Contact ☐ Sent Home ☐ Mailed