

Written Notification of Restraint Use*

If this form is used as the official written documentation and notification of restraint use, all fields must be completed and submitted.

Student name:

Date of restraint:

Time began:

Time ended:

Nature of restraint (describe the type of restraint used):

Location of restraint:

Name of Campus Administrator Notified:

Was the administrator notified verbally or in writing?

Name(s) of staff member(s), volunteer(s), and/or independent contractor(s) administering restraint:

Description of activity in which student was engaged immediately preceding the use of restraint:

Describe student behavior(s) that prompted the restraint:

Efforts made to de-escalate the situation :

☐ Provided choices

☐ Verbal redirection

☐ Calming techniques

☐ Reduced demands

☐ Reduced verbal interaction

☐ Other

Explain:

Any alternatives to restraint that were attempted:

☐ Removal of other students

☐ Request for assistance

☐ Other

☐ Voluntary removal of the student to another location

Explain:

Observation of student at the end of restraint:

**School personnel must make a good faith attempt to notify the parent/guardian verbally on the day of the restraint and must notify the parent/guardian in writing (by mail or other method) within one school day of the restraint.*

Revised 10/24

Behavioral Intervention Plan (BIP) Considerations:

Does the student have a behavior intervention plan or a behavioral improvement plan?

☐ Yes

☐ No

If **No** is the answer to the question “Does the student have a behavior intervention plan or a behavioral improvement plan”, the box below describes the procedure for the student’s parent or guardian to request an admission, review, and dismissal (ARD) committee meeting to discuss the possibility of conducting a functional behavioral assessment and developing a plan for the student.

LEAs must provide information on their procedure for requesting an ARD committee meeting for this discussion.

If **yes** answers the underlined question above, might the plan need to be revised because of the behavior that led to the restraint?

☐ Yes

☐ No

If “yes” is the answer to the question above, identify the staff member responsible for scheduling an ARD committee meeting to discuss this potential revision.

Parent Notification of Restraint Use

Document when and how the parent was notified of the restraint incident.

Name of Parent/Guardian:

Parent/Guardian Contact Information:

Was the parent notified verbally of the restraint on the day of the restraint?

☐ Yes

☐ No

» If the parent was **not verbally notified on the day of restraint**, describe the good faith effort that was made to verbally notify the parent or guardian regarding the use of restraint.

Date of Verbal Parent Notification:

Time of Verbal Parent Notification:

Written Method of Notification within one school day of restraint (please check all that apply):

☐ Email

☐ In-Person

☐ US Mail

☐ Other Electronic Communication:

Date of Written Parent Notification:

How has the school documented parent contact and notification?

**School personnel must make a good faith attempt to notify the parent/guardian verbally on the day of the restraint and must notify the parent/guardian in writing (by mail or other method) within one school day of the restraint.*