

NOTIFICATION FORM

Name of Administrator\_\_\_\_\_

Allegation

Staff Member\_\_\_\_\_

**First Steps**

Notify District (HR) \_\_\_\_\_

Pull from student contact Y N \_\_\_\_\_

Notify SRO Y N \_\_\_\_\_

Call DCF Y N \_\_\_\_\_

Notify Communications Y N \_\_\_\_\_

Notify Safe Schools Y N \_\_\_\_\_

Notify Parents Y N \_\_\_\_\_

Take Student to Clinic Y N \_\_\_\_\_

**Synopsis of Immediate First Steps Taken**

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**Plan for Investigation (Witnesses, Cameras/Videos, Documents, Texts, Who needs to be interviewed, What Policies/Procedures might have been violated, Remember to offer representation)**

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Scan and email in Outlook to Matthew Goldrick by end of day.