



**Official Procedure  
of  
Ogden Preparatory Academy**

**7. Students**

**7.02.TPL.1 Record of Parent Notification of Student Threat or Incident**

**Effective/Revision Date:** 01/03/2018

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*For FORM printing and maintenance, only page 1 is required.*

**RECORD OF PARENT NOTIFICATION OF STUDENT THREAT OR INCIDENT**

Required by 53A-11a-203 [H.B. 134, 2013 Legislative Session]

This form is a record required to be maintained securely and confidentially by the school consistent with §53A-11a-203(3) following parent notification of student suicide threat, bullying incident, cyber-bullying incident, harassment incident, hazing incident or retaliation incident. THIS FORM SHOULD NOT BE USED TO NOTIFY PARENT(S) OF THE INCIDENT.

Student's name: \_\_\_\_\_

Parent(s) name: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Parent was notified of the incident by:

\_\_\_\_\_  
*Designated School Employee's Name*

\_\_\_\_\_  
*Signature*

on \_\_\_\_\_ by  phone  email  mail  other  
*Date*

Provide parent contact information:

\_\_\_\_\_  
\_\_\_\_\_

Parent was notified of:

- suicide threat
- bullying incident
- cyber-bullying incident
- harassment incident
- hazing incident
- retaliation incident

Document History

Approved: 01/03/2018

Legal References

53A-11a-203 [H.B. 134, 2013 Legislative Session]

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