

**Written Notification of Use of Restraint:  
Internal Tracking Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Staff Members Administering Restraint: \_\_\_\_\_  
\_\_\_\_\_

Date of Restraint Training: \* \_\_\_\_\_  
\_\_\_\_\_

\*Personnel called upon to use restraint who have not received prior training must receive training within 30 school days.

**Administrator Notification**  
(must occur the same day that the restraint occurred)

**Type of Notification:**

Verbal

Written

Date of notification: \_\_\_\_\_ Time: \_\_\_\_\_  
Name of Administrator Notified: \_\_\_\_\_

**Parent Notification**  
(good faith effort must be made to verbally notify parent the same day as the restraint occurred, written notification must be placed in mail or otherwise provided to parent within one day of the use of restraint)

**Type of Notification:**

Telephone – Date: \_\_\_\_\_

In-person – Date: \_\_\_\_\_

Written – Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Notifying Parent of Use of Restraint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_