

- Sample Form -

## Report to Local Law Enforcement

USD 320

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, *or is likely to result in*, serious bodily injury to others.

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD \_\_\_\_; c/student's file

*- Sample Form -*

*Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.*

***Report to Local Law Enforcement***

***USD \_\_\_\_\_***

*Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.*

*Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.*

<b><i>Date</i></b>	<b><i>School/Location</i></b>	<b><i>Student/s or Person/s Involved</i></b>	<b><i>Brief Description of bullying incident/s.</i></b>
<i>1.</i>			
<i>2.</i>			

*School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.*

*Signed: \_\_\_\_\_  
Administrator or other school employee*

*c/superintendent, USD \_\_\_\_\_; c/student's file*