Utah State Board of Education | Prevention and Student Services

BULLYING TOOLKIT: RECORD OF PARENT NOTIFICATION OF BULLYING INCIDENT MODEL FORM

A UTAH STATE BOARD OF EDUCATION TECHNICAL ASSISTANCE DOCUMENT

May 2026

Record of Parent Notification of Bullying Incident

This form is a record required to be maintained securely and confidentially by the school, consistent with Utah Code 53G-9-604 following parent notification of student:

- Suicide threat
- Bullying incident
- Cyber-bullying incident
- Hazing incident
- Retaliation incident

THIS FORM SHOULD NOT BE USED TO NOTIFY PARENT(S) OF THE INCIDENT.

Student Information

Student's name:

Parent(s) name:

Date of incident:

Notification Details

Parent was notified of the incident by:

(Designated School Employee's Name/Signature)

Method of notification:

☐ Phone

☐ Email

- [ ] Mail
- [ ] In-person
- [ ] Other

Date/Time parent was notified:

Parent Contact Information:

Name:

Email:

Phone number:

Incident Type Parent was notified of:

- [ ] Suicide threat
- [ ] Bullying incident
- [ ] Cyber-bullying incident
- [ ] Hazing incident
- [ ] Retaliation incident