EXPLANATION: SB 8 AMENDS KRS 158.070 TO CHANGE SUICIDE PREVENTION TRAINING FROM EVERY OTHER YEAR TO EVERY YEAR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL G03.19 AP.23

**District Training Requirements**

**School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | **Date Completed** |
| **Certified** | **All** | **Designated** |  |
| District planning committee members. |  | 01.111 |  |  | ✓ |  |
| Board member training hours | KRS 160.180; 702 KAR 1:115; 701 KAR 8:020 | 01.83 |  |  | ✓ |  |
| Certified Evaluation Training | KRS 156.557; 704 KAR 3:370 | 02.14/03.18 | ✓ |  | ✓ |  |
| Superintendent training program to be completed within two (2) years of taking office | KRS 160.350 | 02.12 |  |  | ✓ |  |
| Council member training required for Principal selection | KRS 160.345 | 02.4244 |  |  | ✓ |  |
| Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management |  | 02.3 |  |  | ✓ |  |
| All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs. | KRS 158.4414 | 02.31 |  |  | ✓ |  |
| Council member training hours. | KRS 160.345 | 02.431 |  |  | ✓ |  |
| Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees. | 40 C.F.R. Part 763  401 KAR 58:010  803 KAR 2:308  OSHA  29 C.F.R. 1910.132  29 C.F.R. 1910.147  29 C.F.R. 1910.1200 | 03.14/03.24 |  |  | ✓ |  |
| Bloodborne pathogens | OSHA  29 C.F.R. 1910.1030 | 03.14/03.24 |  | ✓ |  |  |
| Behaviors prohibited/required reporting of harassment/discrimination. | 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance | 03.162/03.262 |  | ✓ |  |  |
| Training for Supervisors of Student Teachers | 16 KAR 5:040 |  |  |  | ✓ |  |

PERSONNEL G03.19 AP.23

(Continued)

**District Training Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | **Date Completed** |
| **Certified** | **All** | **Designated** |  |
| Orientation materials for volunteers | KRS 161.048 | 03.6 |  |  | ✓ |  |
| Teacher professional development/learning | KRS 156.095 | 03.19 | ✓ |  |  |  |
| Instructional leader training | KRS 156.101 | 03.1912 |  |  | ✓ |  |
| The Superintendent shall develop and implement a program for continuing training for selected classified personnel. |  | 03.29 |  |  | ✓ |  |
| Training of the instructional teachers’ aide with the certified employee to whom s/he is assigned | KRS 161.044 | 03.5 |  |  | ✓ |  |
| Integrated Pest Management (7a) Certification | 302 KAR 29:060 | 05.11 |  |  | ✓ |  |
| Training for designated personnel on use and management of equipment |  | 05.4 |  |  | ✓ |  |
| If District owns automated external defibrillator (AEDs), training on use of such | KRS 311.667 | 05.4 |  |  | ✓ |  |
| School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)  School Principal training on procedures for completion of the required school security risk assessment. | KRS 158.4412 | 05.4 |  |  | ✓ |  |
| Fire drill procedure system. | KRS 158.162 | 05.41 |  | ✓ |  |  |
| Lockdown drill procedure system. | KRS 158.162  KRS 158.164 | 05.411 |  | ✓ |  |  |
| Active Shooter Situations | KRS 156.095 | 03.19/03.29 |  |  | ✓ |  |
| Severe Weather/Tornado drill procedure system. | KRS 158.162  KRS 158.163 | 05.42 |  | ✓ |  |  |
| Earthquake drill procedure system. | KRS 158.163 | 05.47 |  | ✓ |  |  |
| Annual in-service school bus driver training | 702 KAR 5:030 | 06.23 |  |  | ✓ |  |
| Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses. | KRS 158.818 |  |  |  | ✓ |  |
| Committee for Mathematics Achievement – training for teachers based on available funds. | KRS 158.832 |  | ✓ |  |  |  |
| KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication and higher order thinking. | KRS 158.6453 (SB 1) |  | ✓ |  |  |  |

PERSONNEL G03.19 AP.23

(Continued)

**District Training Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | **Date Completed** |
| **Certified** | **All** | **Designated** |  |
| Grants regarding training for state-funded community education directors | KRS 160.156 |  |  |  | ✓ |  |
| Local Board to develop and implement orientation program for adjunct instructors | KRS 161.046 |  |  |  | ✓ |  |
| Designated training for School Nutrition Program Directors and food service personnel | 702 KAR 6:045  KRS 158.852  7 C.F.R. §210.31 | 07.1  07.16 |  |  | ✓ |  |
| Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students. | 704 KAR 3:285 | 08.132 | ✓ |  | ✓ |  |
| KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school | KRS 156.095 | 08.141 | ✓ |  | ✓ |  |
| Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response | 47 U.S.C. 254/Children’s Internet Protection Act; 47 C.F.R. 54.520 | 08.2323 |  |  | ✓ |  |
| Confidentiality of student record information | 34 C.F.R. 300.623 | 09.14 |  | ✓ |  |  |
| Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording other year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).] | KRS 156.095, KRS 158.070 | 09.22 |  |  | ✓ |  |
| Training on employee reports of criminal activity | KRS 158.148, KRS 158.154, KRS 158.155, KRS 158.156, KRS 620.030 | 09.2211 |  | ✓ |  |  |
| Personnel training on restraint and seclusion and positive behavioral supports | 704 KAR 7:160 | 09.2212 |  | ✓ | ✓ |  |

PERSONNEL G03.19 AP.23

(Continued)

**District Training Requirements**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | | | | **Date Completed** |
| **Certified** | | **All** | **Designated** | | |  |
| Personnel training child abuse and neglect prevention, recognition, and reporting | KRS 156.095 | 09.227 | | ✓ |  | | ✓ |  | |
| Initial/follow-up training for coaches of interscholastic athletic activities or sports | KRS 160.445, KRS 161.166, KRS 161.185, 702 KAR 7:065 | 03.1161  03.2141  09.311 |  | |  | | ✓ | |  |
| Training for school personnel authorized to give medication | KRS 158.838  KRS 156.502  702 KAR 1:160 | 09.22  09.224  09.2241 |  | |  | ✓ | | |  |
| At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019. | KRS 158.070 | 09.22 |  | |  | ✓ | | |  |
| Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination | 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance | 09.42811 |  | |  | ✓ | | |  |
| KDE shall provide technical assistance and training for Response to Intervention upon District request. | KRS 158.305 |  |  | |  | ✓ | | |  |
| Training to build capacity of staff and administrators to deliver high-quality services and programming in the District’s Alternative Education Program | 704 KAR 19:002 | 09.4341 |  | |  | ✓ | | |  |
| Student discipline code | KRS 158.148. KRS 158.156, KRS 158.444, KRS 525.070, KRS 525.080 | 09.438 |  | | ✓ |  | | |  |
| Intervention and response training on responding to instances of incivility. |  | 10.21 |  | | ✓ |  | | |  |

**This is not an exhaustive list – Consult OSHA/ADA and Board Policies for other training requirements.**

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky *Records Retention/Public School District Schedule.*

EXPLANATION: HB 312 AMENDS KRS 159.170 AND KRS 158.140 TO ADDRESS SHARING EDUCATIONAL RECORDS INFORMATION RELATING TO CHILDREN PLACED IN FOSTER CARE BETWEEN THE CABINET, OTHER AGENCIES SERVING THE CHILD AT THE BEHEST OF THE CABINET, AND SCHOOL DISTRICTS “IN ACCORDANCE WITH” FERPA. CONSISTENT WITH THE “UNINTERRUPTED SCHOLARS ACT” WHICH AMENDED FERPA IN 2013 TO ALLOW SHARING OF EDUCATIONAL RECORDS WITH REPRESENTATIVES OF STATE WELFARE AGENCIES HAVING ACCESS TO THE AGENCY CASE PLAN AND RESPONSIBLE FOR CARING FOR SUCH CHILDREN, THIS UPDATE MODIFIES THE SUBJECT FORM WITH THE AIM OF OBTAINING CONFIRMATION FROM THE CABINET THAT CHILD PLACING OR CHILD CARE AGENCY/REPRESENTATIVES QUALIFY FOR ACCESS TO EDUCATIONAL RECORDS INFORMATION AS REPRESENTATIVES OF THE CABINET IN THE EVENT SUCH ACCESS IS NEEDED IN CONNECTION WITH PROPER TRANSFER, ENROLLMENT AND EDUCATIONAL PLACEMENT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS D09.14 AP.232

Release of Records to State Child Welfare Agency

In order to facilitate the proper transfer, enrollment and educational placement of a child placed in foster care, authorized representatives of a child welfare agency (Cabinet for Health and Family Services) who must be authorized to access the child’s case plan may be granted access to student records without parental consent if such agency presents to the NKCES an official court order placing the student whose records are requested under the care and protection of said agency. This form provides access to student records that may be granted on a confidential basis to a child-caring facility or child-placing agency case manager for the same purposes where Cabinet officials with authorized access as stated above certify in writing that such persons or entities are acting in a representative capacity for the Cabinet, are responsible for care of the child, and are authorized to access the child’s case plan. Any persons/agencies receiving access to education records as provided above are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational needs. All applicable information in the below form must be provided/completed.

On behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (agency), I am requesting access to and/or release of information in the educational records of the following student enrolled in the NKCES:

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

*Name of Student School*

Specific Information Requested

|  |  |
| --- | --- |
| 🞏 All cumulative records  🞏 Attendance record only | 🞏 Grade records only  🞏 Standardized test data only |

🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I and my agency are prohibited by federal law from releasing a child's education records to any individual or entity, except for those at my agency engaged in addressing that child's educational needs.

I also understand that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

By virtue of my signature, I certify:

* I am a representative/caseworker for the following state child welfare agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* This agency is responsible under state law for care and protection of the student as provided in the court order referenced below;
* A case plan for the student has been established or is in process for the student; and
* As representative/caseworker I have the right to access such case plan.

Contact Information

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

*Signature of Requesting Individual Title Date*

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# STUDENTS D09.14 AP.232

# (Continued)

Release of Records to State Child Welfare Agency

Certification Regarding Child Caring or Placing Agencies (if applicable)

On behalf of the Cabinet, I additionally confirm that the following individuals/agencies are serving the child as representatives of the Cabinet, are responsible for the care of the child, are authorized to access the child’s agency case plan and that access to educational records as checked above is necessary in order to facilitate the transfer, enrollment and educational placement of the child.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(on behalf of the Kentucky Cabinet for Health and Family Services)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Address/Email Address

🞏 Child-caring facility\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Address/Email Address

* Child placing facility case manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone/Address/Email Address

Persons/agencies receiving access to education records as signing above acknowledge they are prohibited by federal law from releasing a child's education records to any individual or entity, except those engaged in addressing the child's educational need and that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**(THE SECTION BELOW TO BE COMPLETED BY NKCES RECORDS CUSTODIAN/DESIGNEE)**

* The NKCES has an attested or certified original court order placing the student whose records are released under the care and protection of the requesting agency, which order is still in effect.
* The requesting individual presented appropriate credentials and identification.
* Payment has been made for any copies requested.

The requesting individual was notified of the following on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date):

* The request was 🞏 approved 🞏 not approved.
* If approved, the records will be available on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

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

*Signature of Records Custodian/Designee Date*

LEGAL: SB 72 AMENDS KRS 620.030 TO ADD A VICTIM OF FEMALE GENITAL MUTILATION TO REQUIRED REPORTING.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS G09.227 AP.1

Child Abuse/Neglect/Dependency

Making an Oral Report

NKCES employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, abused, or is a victim of human trafficking, or is a victim of female genital mutilation, will promptly make an oral report to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by statute (KRS 620.050).

EXPLANATION: SB 8 AMENDS KRS 508.078 TO CHANGE THE DEFINITION OF TERRORISTIC THREATENING. THIS UPDATE ALSO INCLUDES A MORE COMPLETE DESCRIPTION OF CRIMINAL/JUVENILE PENALTIES.

FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICE

# STUDENTS $09.425 AP.22

Assault and Threats of Violence - Notice of Penalties and Provisions

KRS 158.1559 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below.

KRS 508.078 (Terroristic Threatening, Second Degree)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
2. With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur;
3. Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
4. Causing evacuation of a school building, school property, or school sanctioned activity;
5. Causing cancellation of school classes or school sanctioned activity; or
6. Creating fear of death or serious physical injury among students, parents, or school personnel;
7. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
8. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

# STUDENTS $09.425 AP.22

# (Continued)

Assault and Threats of Violence - Notice of Penalties and Provisions

KRS 508.078 (Terroristic Threatening, Second Degree) (continued)

1. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
2. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
3. Terroristic threatening in the second degree is a Class D felony.
4. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

\*\*\*Potential Penalties under KRS 532.060 and KRS 534.030 Upon Conviction\*\*\*

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties for adults convicted of thisoffense include terms of imprisonment of not less than one (1) year nor more than five (5)(Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousanddollars ($1,000) and not greater than ten thousanddollars ($10,000) as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to five hundred dollars ($500.00) (KRS 635.085): probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060)**.**

Principal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_