

DATE:

December 10, 2025

AGENDA ITEM (ACTION ITEM):

Receive draft of revisions of Procedure 09.2211 AP.21 Documentation of Reporting Required by Law

APPLICABLE BOARD POLICY:

01.51 Administrative Procedures

HISTORY/BACKGROUND:

Revisions were made to this policy to streamline and be more efficient with the process.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Receive draft of revisions of Procedure 09.2211 AP.21 Documentation of Reporting Required by Law

CONTACT PERSON:

Shawna Harney

Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Documentation of Reporting Required by Law

(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

This form shall be used to document reports listed in Policy 09.2211 that are required by [KRS 158.155](#) and [KRS 158.156](#). After receiving a report of an alleged violation from an employee, the Principal shall be responsible for documenting the alleged incident. Regardless of the statutory provision under which the alleged incident falls or the reporting requirements of that provision, school employees shall also report the alleged incident to the Principal for documentation.

Student(s) Involved	
School(s)	
Date Report Received	
General nature of the alleged violation	

On _____, I reported the above incident to:

Date

Signature of Principal Reporting

Date

The following information about the student involved is for internal tracking purposes only

Name		DOB		Phone	
Guardian(s)					
Address					

If the report concerns an alleged student victim, the following information applies to that student

Victim (s) Name		DOB		Phone	
Guardian(s)					
Address					

If the report concerns an alleged student victim, the following information applies to that student

Victim (s) Name		DOB		Phone	
Guardian(s)					
Address					

COPY TO STUDENT SUPPORT SERVICES

Documentation of Reporting Required by Law**(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)****PARENTAL NOTIFICATION**

If their child is involved in an incident related to [KRS 158.156](#), the Principal shall notify parents/guardians in writing.

BOARD NOTIFICATION

For an incident related to [KRS 158.156](#), ~~the Principal shall report only the following information to the Department of Students Support Services who shall report a summary of the reported event (including the date report received, number of students involved and name of the school attended) get~~ to the Superintendent to share with the Board.

On _____, _____ students were involved in an incident
Date *Number*
reportable under [KRS 158.156](#).

*Name of School**Signature of Principal***RELATED PROCEDURE:**

09.438 AP.21

Review/Revised: *6/3/2024*