

Adopted October 21, 2010
Reviewed July 22, 2021
Revised April 28, 2026

Student Restraint/Seclusion Incident Report Form

Student: _____ School: _____
Date: _____ Time: _____
Location: _____

Staff directly involved in restraint(include names and titles; attach supplemental statements, if any):

Witnesses (include names and titles):

Description of events immediately before the behavior occurred:

Efforts/alternatives made prior to the use of restraint
____ Teaching interaction
____ Verbal de-escalation
____ Offered self-control strategy
____ Other(s) (please describe): _____

Types(s) of restraint used:

Time restraint began: _____

Time restraint ended: _____

Chronological description of incident (include behavior, statements made, actions taken):

Resolution:

- ☐ Student calm/reintegrated into classroom/educational programming
- ☐ Student calm/additional time provided for de-escalation outside of instructional setting
- ☐ Additional support requested (medical/mental health/parent/police)
- ☐ Other(s) (please describe): _____

Injuries or property loss/damage:

Persons notified of incident (include name, title, date and time notified):

Name and title of person writing report

Signature

Date

Checklist	Date	Comments
If an injury to staff or student has occurred, submit student accident report and/or staff incident report.		
Building principal or designee verbally notify parent by end of the school day that the restraint was used.		

Conduct internal review of incident of restraint.		
Review documentation to ensure use of alternative strategies and recommend adjustments to procedures, if appropriate.		
If restraint was between one and five minutes, written notice given to parents on the day of the restraint.		
If restraint was five minutes or more, verbal notice given to parent on the day of restraint, and written report emailed, mailed, or faxed to parent within five calendar days of the use of restraint.		
If requested by parents or the school, convene a meeting (that may be an IEP, BIP, or 504 meeting) to review the incident.		

Copies: parent, student's confidential file
(Issue date)