

LEA Response Template (Optional)

This form may be used to facilitate LEA compliance with R277-123; however, it is not required to be used, nor is it inclusive of all requirements of law that may pertain to an allegation.

LEA	LEA Name	
	LEA Responsible Individual	Name
		Contact Info

HOTLINE	Hotline Reference Number (USBE: H-####)	LEA Reference Number (if applicable)
	Date Hotline Referral Received by LEA	Date LEA Response is Due to USBE

COMPLAINANT	Complainant Name	Complainant Contact Information
	Complainant First Contact Date (as applicable)	Contact Type
	Complainant Second Contact Date (as applicable)	Contact Type

ALLEGATION (Complete for each allegation)	Code/Rule/Policy Reference	Code/Rule/Policy Summary
	Allegation Summary (i.e., deviation from Code/Rule/Policy)	
	Investigation Reference Documentation (if applicable)	
	Investigation Conclusion	

ALLEGATION (Complete for each allegation)

Code/Rule/Policy Reference

Code/Rule/Policy Summary

Allegation Summary (*i.e., deviation from Code/Rule/Policy*)

Investigation Reference Documentation:

Investigation Conclusion

ALLEGATION (Complete for each allegation)

Code/Rule/Policy Reference

Code/Rule/Policy Summary

Allegation Summary (*i.e., deviation from Code/Rule/Policy*)

Investigation Reference Documentation:

Investigation Conclusion