



Utah State
Board of
Education

Prevention

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