Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear parent or guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We are writing to inform you that an emergency safety intervention has been used with your child due to behavior that presented a reasonable and immediate danger of physical harm to your child or others. An emergency safety intervention (ESI) is the use of seclusion or physical restraint. Details of the incident regarding your child are included on the next page.

After the first ESI incident, you were provided with printed copies of the standards for when ESI may be used, a flyer on your rights under ESI law, information on your right to file a complaint with the local board of education through the local dispute resolution process, information on your right to request administrative review from the Kansas State Board of Education, and information to assist you in navigating these processes. Please look over that information or access the documents from the local ESI website listed below. Once you have had time to review the information, please call us with any remaining questions.

Local ESI Resources: www.usd364.org

State ESI Resources: [www.ksdetasn.org](http://www.ksdetasn.org)

Sincerely,

(administrator name)

(administrator phone number)

Date of Incident: Time of incident:

Duration of incident:

Type of ESI Used (circle): Seclusion Physical Restraint

School Personnel Who Participated in or Supervised the Incident:

Description of incident:

**Contact Information**

**Local**

**District Administrator Contact for ESI Questions**

Bill Mullins - Superintendent

785-562-5308

bmullins@usd364.org

**School Administrator Contact for ESI Questions**

[Name]

[Phone Number]

[Email]

[*www.usd364.org*](http://www.usd364.org)

**State**

**General ESI Information:**

<http://ksdetasn.org/>

**ESI Questions:**

Laura Jurgensen

Kansas State Department of Education

ljurgensen@ksde.org

785-296-5522

**Parent Training and Information Center:**

Families Together

<http://familiestogetherinc.org/>

888-815-6364

**Protection and Advocacy System:**

Disability Rights Center of Kansas

<http://www.drckansas.org/>

877-776-1541 or 785-273-9661