

[Use your building letterhead]

[Date]

Dear [Parent Name]:

Re: Seclusion and Restraint

On [DATE], [STUDENT NAME] was involved in an incident which [SECLUSION/RESTRAINT] was necessary. Personnel involved in the incident, who administered the [SECLUSION/RESTRAINT], have an updated certification through CPI Nonviolent Crisis Intervention Training. In accordance with expectations set forth by the State of Michigan, this letter is to notify you that this situation occurred.

The reason for the [SECLUSION/RESTRAINT] was due to [danger to self, danger to others, danger to self and others, extreme property damage]. I notified you of this incident on [Documentation of phone call to parent - DATE/TIME]. However, if you have any further questions about this incident, please contact me via phone at [contact number].

Sincerely,

[Building Principal or Teacher Name]