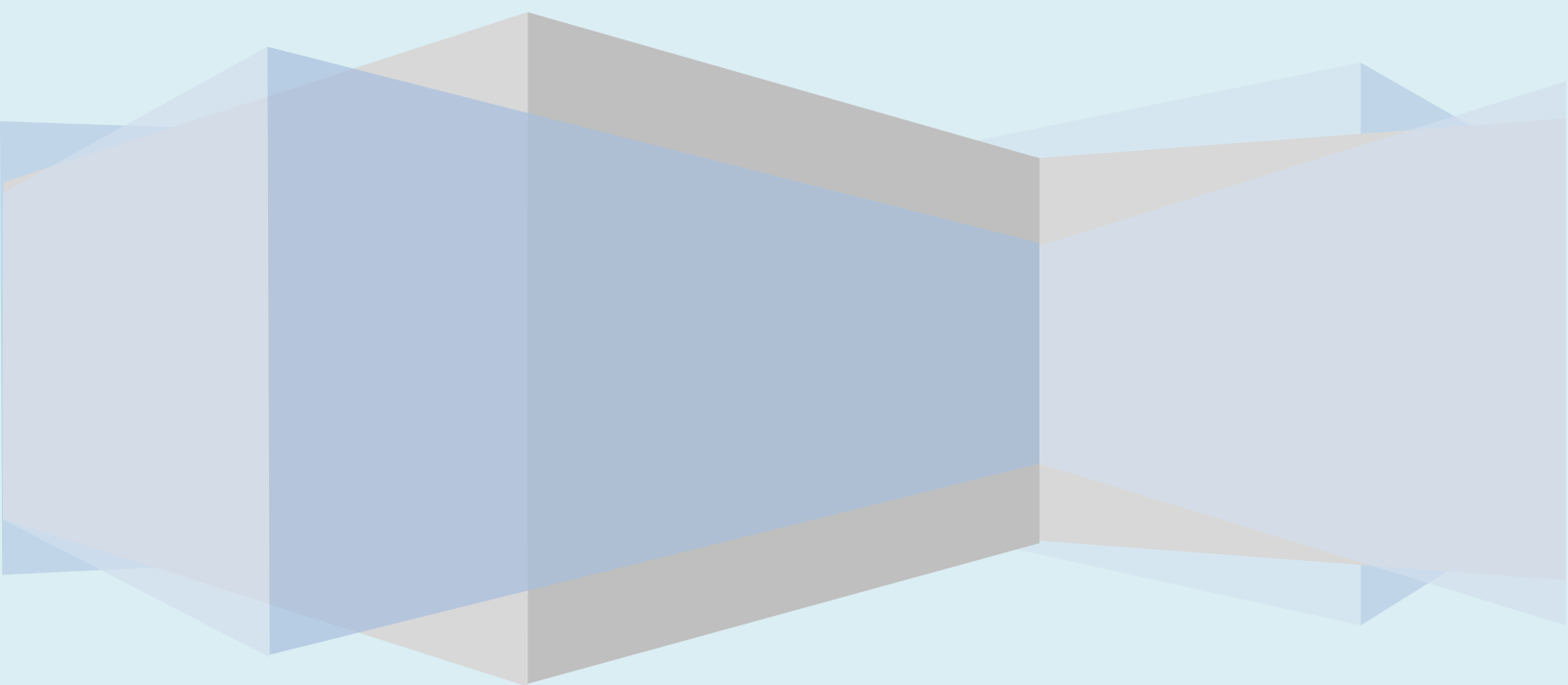


**Florida Department of Education  
Bureau of Exceptional Education and Student Services**

# **Restraint/Seclusion Reporting**

**School Level User's Guide**

**2018-19**




## Table of Contents

Initial Log In.....	1
Reporting Incidents of Restraint/Seclusion .....	4
View/Edit Incidents.....	8
Print Incidents .....	14
Print Reports for Multiple Incidents Occurring in a Single Day .....	23
Archive Restraint/Seclusion Incident Reports .....	27

## School Level Users: Initial Log In

1. In order for you to have access to the site, you must have been added as an authorized user by district-level staff.
2. The first time you go to the site (<http://web01.fldoe.org/RestraintSeclusionIncident/Default.aspx>), click on "retrieve password."

 FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

Your email address will be your user name.

### Restraint and Seclusion Incidents

Log In

Username/Email

Password

Log In

[Retrieve Password](#)

Templates: Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.

[Restraint Incident Form Template](#)


[Seclusion Incident Form Template](#)

[District Level Users Manual](#)

[School Level Users Manual](#)

If you have questions contact Steven Barnes at [Steven.Barnes@fldoe.org](mailto:Steven.Barnes@fldoe.org) or 850-245-0475.

3. After clicking "retrieve password" this screen will appear. Enter your email and press "go"

 FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

### Restraint and Seclusion Incidents


[Login](#)

If you forgot your password you can retrieve it by entering your email below.

email:

If you have questions contact Steven Barnes at [Steven.Barnes@fldoe.org](mailto:Steven.Barnes@fldoe.org) or 850-245-0475.

4. Once you enter your email, this screen should appear.



**FLORIDA DEPARTMENT OF  
EDUCATION**  
fldoe.org

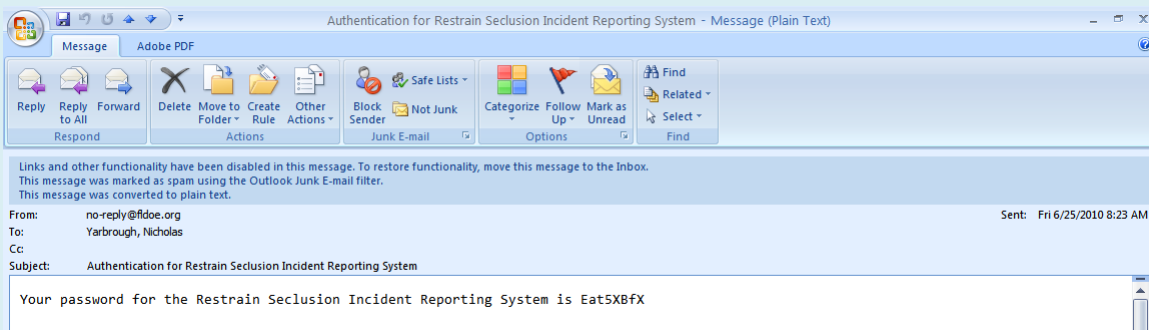
### Restraint and Seclusion Incidents

[Login](#)

**Your password will be emailed to you shortly.** Go to [Login](#)  
If you have questions contact Steven Barnes at [Steven.Barnes@fldoe.org](mailto:Steven.Barnes@fldoe.org) or 850-245-0475.

If you get the message, **this email name is not registered**, contact your district liaison. It means you have not been entered as an authorized user or your email address was entered incorrectly by the district.

5. You will then receive a password via email from [no-reply@fldoe.org](mailto:no-reply@fldoe.org). The password will be a random combination of letters and numbers). Check your spam folder! If you don't receive your password and can't find the message in your spam folder, contact your DISTRICT LEVEL LIAISON so the password can be reset.



Authentication for Restrain Seclusion Incident Reporting System - Message (Plain Text)

Message    Adobe PDF

Reply   Reply to All   Forward   Delete   Move to Folder   Create Rule   Other Actions   Block Sender   Not Junk   Categorize   Follow Up   Mark as Unread   Find   Related   Select   Find


Links and other functionality have been disabled in this message. To restore functionality, move this message to the Inbox. This message was marked as spam using the Outlook Junk E-mail filter. This message was converted to plain text.

From: no-reply@fldoe.org  
To: Yarbrough, Nicholas  
Cc:  
Subject: Authentication for Restrain Seclusion Incident Reporting System

Sent: Fri 6/25/2010 8:23 AM

Your password for the Restrain Seclusion Incident Reporting System is Eat5XBfX

6. COPY the password from the email, return to the main screen and PASTE in the password mailed to you. You will then be asked to create a new password.



*Florida Department of* **EDUCATION**

### Restraint and Seclusion Incidents

Welcome Steve Barnes of DOE [Main Menu](#) | [Change Password](#) | [Log Out](#)

#### Change Password

Passwords must be 8 to 15 characters long. Must contain at least one number.

Old Password:

New Password:

Confirm New Password:

If you have questions contact Steven Barnes at [Steven.Barnes@fldoe.org](mailto:Steven.Barnes@fldoe.org) or 850-245-0475.

REMEMBER the password you select!

7. Once you have entered and saved a new password, you will go to the main menu for school level users.



## Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL

[Main Menu](#) | [Change Password](#) | [Log Out](#) |

Your Session Time Left : 20 minutes.

### Main Menu

[Report Restraint Incident](#)  
[View/Edit Restraint Incidents](#)

[Report Seclusion Incident](#)  
[View/Edit Seclusion Incidents](#)

**Templates:** Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.

[Restraint Incident Form Template](#)  
[Seclusion Incident Form Template](#)

[District Level Users Manual](#)  
[School Level Users Manual](#)

If you have questions contact your district liaison.

## School Level Users: Reporting Incidents of Restraint

### 1. Sign in with your Username (your email) and password



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

### Restraint and Seclusion Incidents

**Log In**

Username/Email

Password

[Retrieve Password](#)

---


Templates: **Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.**  
[Restraint Incident Form Template](#)  
[Seclusion Incident Form Template](#)

---

[District Level Users Manual](#)  
[School Level Users Manual](#)

If you have questions contact Steven Barnes at [Steven.Barnes@fldoe.org](mailto:Steven.Barnes@fldoe.org) or 850-245-0475.

### 2. Signing in will take you to the main menu. At the main menu, select “Report Restraint Incident”




FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

### Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

#### Main Menu



[Report Restraint Incident](#)  
[View/Edit Restraint Incidents](#)

[Report Seclusion Incident](#)  
[View/Edit Seclusion Incidents](#)

---

Templates: **Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.**  
[Restraint Incident Form Template](#)  
[Seclusion Incident Form Template](#)

---

[District Level Users Manual](#)  
[School Level Users Manual](#)

---

If you have questions contact your district liaison.

3. The following screen will appear. Complete the form for the incident you are reporting.



**IMPORTANT NOTE:** If the computer remains idle for 20 minutes, you will **time out** and any work completed prior to that time will not be saved. Session time left shows in the top

Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Sessi

Restraint Incident Report  
[List of Records](#)

In accordance with Section 1003.573, Florida Statutes, Use of Seclusion and Restraint on Students with Disabilities, within 24 hours of releasing a student with a disability from restraint or seclusion, an incident report must be completed. If the student's release occurs on a day before the school closes for the weekend, a holiday or another reason, the incident report must be completed by the end of the day the school reopens. A copy of the incident report must be sent to the parent or guardian within 3 school days after the student was manually physically restrained or secluded. Printing the following report and mailing a copy of the printout to the parent or guardian will satisfy the requirement to provide an incident report as noted above. Note: The incident reporting requirement is separate from the requirement in the law to notify the parent in writing on the day the incident occurred.

\*Indicates a required field

\*School Year  
2018-2019

\*Student First Name

\*Student Last Name

Student Middle Name/Initial

All fields with asterisks (\*) are required.

\*Date of birth  
mm/dd/yyyy

Date of birth must be in mm/dd/yyyy format.

\*Grade  
--Select--

\*Race  
--select--

\*Ethnicity  
--select--

\*Gender  
 Male  Female

\*Primary Exceptionality  
--select--

\*Date of Incident

\*Start Time, restraint (HH:MM AM/PM)  
: :  AM  PM

\*End Time, restraint (HH:MM AM/PM)  
: :  AM  PM

\*Is the student served in a residential setting?  
 Yes  No

\*Location at which restraint occurred

--select--  
If other or off campus, please describe:

\*Crisis Management Training Strategy Used (specific to this incident)

-- select --  
If other, please describe:

\*Type of most restrictive restraint used

-- select --  
If other or mechanical, please describe:

\*Person using or assisting in restraint

First Name	Last Name	Position	delete
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Because this report is being mailed to the parent, do NOT refer to any other student by name. Use "second student" or some other reference.

Non-student witnesses:

First Name	Last Name	Position	delete
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

\*Indicate what was happening before the restraint occurred (check all that apply).

- The student was:
- Given a direction
  - Faced with unexpected change
  - Interacting with peers
  - Transitioning to another activity
  - Presented work
  - Seeking attention
  - Given/serving a consequence
  - Other

You must select one or more responses **and** further describe.

\*Describe:

\*Indicate the behavioral strategies used to prevent/deescalate the behavior (check all that apply).

- Offered choices/preferred activity/breaks
- Visually prompted/redirected
- Praised/encouraged
- Blocked behavior
- Verbally prompted/redirected
- Provided reinforcers
- Environment changed
- Other

You must select one or more responses **and** further describe.

\*Describe:

\*Indicate the behavior that warranted the use of restraint

-- select --  
\*Describe:

You must select **one** behavior **and** further describe.

\*Indicate who was at risk of immediate physical harm (check all that apply).

- The student
- Other students
- Adults

\*How was it determined that there was imminent risk of serious injury or death to the student or others?

\*Describe:

\*Indicate what occurred with the student immediately after termination of the restraint (check all that apply)

Debriefing/problem solving  Removal by parent  
 Environment change  Behavior escalated  
 Return to activity/situation  Removal by law enforcement

\*Describe:

**You must select one or more responses *and* further describe.**

\*Did the student have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No  
 Yes

\*If yes, describe:

\*Did anyone else (other students or adults) have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No  
 Yes

\*If yes, describe:

**The first time you save the report, you *must* save it as a draft. This is to encourage proofing, and ensure that the report sent to the parent has no errors.**

**The draft must be finalized within 3 days of its creation or it will expire (you will not be able to finalize). Expired reports may be deleted.**

If you have questions contact your district liaison.

NOTE: In order to save a draft report, you must have completed, at a minimum, the following fields: student name, date of birth, grade, race, ethnicity, gender, exceptionality, date of incident, start time of incident and end time of incident.

4. In order to save the draft as final make any necessary changes, and then click "Save Final." You may also continue to save it as a draft if it has not yet expired or delete it, if it has expired.

\*Did anyone else (other students or adults) have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No  
 Yes

\*If yes, describe:

If you have questions contact your district liaison.

5. Once a report is finalized

- One amendment can be added for 3 days after clicking "Save Final." Once the amendment is added, the parent report can no longer be edited.

## School Level Users: View/Edit Restraint Incidents

### 1. Sign in using Username (your email) and password.



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

### Restraint and Seclusion Incidents

Log In

Username/Email

Password

[Retrieve Password](#)

---


Templates: **Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.**  
[Restraint Incident Form Template](#)  
[Seclusion Incident Form Template](#)

---

[District Level Users Manual](#)  
[School Level Users Manual](#)

If you have questions contact Steven Barnes at [Steven.Barnes@fldoe.org](mailto:Steven.Barnes@fldoe.org) or 850-245-0475.

### 2. At the main menu, select “View/Edit Restraint Incident”



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

### Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

#### Main Menu

- [Report Restraint Incident](#)
- [View/Edit Restraint Incidents](#)
- [Report Seclusion Incident](#)
- [View/Edit Seclusion Incidents](#)

---

Templates: **Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.**  
[Restraint Incident Form Template](#)  
[Seclusion Incident Form Template](#)

---

[District Level Users Manual](#)  
[School Level Users Manual](#)

---

If you have questions contact your district liaison.

3. You will be taken to a screen where you may choose to view final reports, draft reports, or archived reports.



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

## Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL

[Main Menu](#) | [Change Password](#) | [Log Out](#) |

Your Session Time Left : 20 minutes.


### Edit/View RESTRAINT Incident Records

[Add New Record](#)

[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If you have questions contact your district liaison.

4. If you click on “View Draft Reports”, you will be taken to a list of draft reports. At this screen, you may sort the list by clicking on the any of the headings in blue.



FLORIDA DEPARTMENT OF EDUCATION  
fldoc.org

**Restraint and Seclusion Incidents**

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

Edit/View RESTRAINT Incident Records

**DRAFT Reports**

[Add New Record](#)


[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If there are multiple incidents to report for an individual student, a single parent report can be printed to include multiple incidents for an individual by checking the boxes next to the records to be included in the report, and then clicking the "Print Parent Report for checked items" button.

Print Parent Report for checked items

Date Record Entered	Date of Incident	Last Name	First Name	Middle Name	District	School	Report Status	Edit	Print	Delete	Print Multiple
2/11/2014 9:15 AM	2/11/2014 3:28 PM	na	na	n	Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
6/29/2015 2:13 PM	6/10/2015 3:09 PM	Jenner	Bruce		Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
6/29/2015 10:54 AM	6/29/2015 7:53 AM	Pickle	Dyl		Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
8/26/2015 7:59 AM	8/6/2015 3:02 AM	n	n	n	Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
9/22/2015 9:22 AM	9/9/2015 3:04 AM	a	a	a	Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
9/25/2015 2:12 PM	9/17/2015 1:01 PM	a	a	a	Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>

5. If you click on Last Name, the list will be resorted as shown here.



FLORIDA DEPARTMENT OF EDUCATION  
fldoc.org

**Restraint and Seclusion Incidents**

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

Edit/View RESTRAINT Incident Records

**DRAFT Reports**

[Add New Record](#)


[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If there are multiple incidents to report for an individual student, a single parent report can be printed to include multiple incidents for an individual by checking the boxes next to the records to be included in the report, and then clicking the "Print Parent Report for checked items" button.

Print Parent Report for checked items

Date Record Entered	Date of Incident	Last Name	First Name	Middle Name	District	School	Report Status	Edit	Print	Delete	Print Multiple
9/22/2015 9:22 AM	9/9/2015 3:04 AM	a	a	a	Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
9/25/2015 2:12 PM	9/17/2015 1:01 PM	a	a	a	Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
12/19/2017 3:04 PM	12/12/2017 5:00 PM	Ghjk	Yiuo		Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
6/29/2015 2:13 PM	6/10/2015 3:09 PM	Jenner	Bruce		Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
12/18/2017 3:59 PM	12/10/2017 1:00 PM	LastName	Student	/testertestsettestestest	Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>
7/15/2016 2:03 PM	6/17/2016 2:02 AM	murry	Joe		Alachua	GAINESVILLE HIGH SCHOOL	DRAFT	<a href="#">View/Edit</a>	<a href="#">Print</a>	<a href="#">Delete</a>	<input type="checkbox"/>

6. To view or edit a draft report, click “View/Edit” and you will be taken to the report. Note that at this screen, all fields are still editable.



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

### Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

#### Restraint Incident Report

**Data Saved Successfully.**

[List of Records](#)

**DRAFT**

In accordance with Section 1003.573, Florida Statutes, Use of Seclusion and Restraint on Students with Disabilities, within 24 hours of releasing a student with a disability from restraint or seclusion, an incident report must be completed. If the student's release occurs on a day before the school closes for the weekend, a holiday or another reason, the incident report must be completed by the end of the day the school reopens. A copy of the incident report must be sent to the parent or guardian within 3 school days after the student was manually physically restrained or secluded. Printing the following report and mailing a copy of the printout to the parent or guardian will satisfy the requirement to provide an incident report as noted above. Note: The incident reporting requirement is separate from the requirement in the law to notify the parent in writing on the day the incident occurred.

\* indicates a required field

\*School Year  
2018-2019

\*Student First Name  
Bill

\*Student Last Name  
Blass

Student Middle Name/Initial

\*Date of birth  
01/01/2004 mm/dd/yyyy

\*Grade  
10

\*Race  
American Indian/Alaskan Native

\*Ethnicity  
not Hispanic/Latino origin

\*Gender  
 Male  Female

\*Primary Exceptionality  
Deaf or Hard-of-Hearing

\*Date of Incident  
7/22/2018

\*Start Time, restraint (HH:MM AM/PM)  
01 : 00  AM  PM

\*End Time, restraint (HH:MM AM/PM)  
01 : 08  AM  PM

\*Is the student served in a residential setting?

Yes  No

\*Location at which restraint occurred

ESE Classroom

If other or off campus, please describe:

^

v

\*Crisis Management Training Strategy Used (specific to this incident)

-- select --

If other, please describe:

^

v

\*Type of most restrictive restraint used

Seated

If mechanical, please describe:

^

v

\*Type of most restrictive restraint used

Seated

If mechanical, please describe:

^

v

\*Person using or assisting in restraint

First Name	Last Name	Position	delete
Dash	Riprock	ESE Teacher	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Non-student witnesses:

First Name	Last Name	Position	delete
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

\*Indicate what was happening before the restraint occurred (check all that apply).

The student was:

- Given a direction
- Interacting with peers
- Presented work
- Given/serving a consequence
- Faced with unexpected change
- Transitioning to another activity
- Seeking attention
- Other

\*Describe:

Do not print reports for parents from the Draft folder. Parents should only be given final versions of reports. You may, however, want to print draft reports for internal use.

\*Indicate the behavioral strategies used to prevent/deescalate the behavior (check all that apply).

- Offered choices/preferred activity/breaks
- Praised/encouraged
- Verbally prompted/redirection
- Environment changed
- Visually prompted/redirection
- Blocked behavior
- Provided reinforcers
- Other

\*Describe:

\*Indicate the behavior that warranted the use of restraint

-- select --

\*Describe:

\*Indicate who was at risk of immediate physical harm (check all that apply).

- The student
- Other students
- Adults

\*How was it determined that there was imminent risk of serious injury or death to the student or others?

\*Describe:

\*Indicate who was at risk of immediate physical harm (check all that apply).

- The student
- Other students
- Adults

\*How was it determined that there was imminent risk of serious injury or death to the student or others?

\*Describe:

\*Indicate what occurred with the student immediately after termination of the restraint (check all that apply)

- Debriefing/problem solving
- Removal by parent
- Environment change
- Behavior escalated
- Return to activity/situation
- Removal by law enforcement

\*Describe:

\*Did the student have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

- No
- Yes

\*If yes, describe:

\*Did anyone else (other students or adults) have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?


- No
- Yes

\*If yes, describe:

If you have questions contact your district liaison.

Do not print reports for parents from the draft folder. Parents should only be given final versions of reports.

7. After a report has been finalized, it will be moved to the “Final Reports” list. If we go back into the draft report for this student, make any necessary changes and then click “Save Final,” the report page will now look like the screens below. Note that all fields except for those at the bottom have been ‘locked’ (no further changes can be made to these fields). You can, however, amend the report ONE TIME ONLY by using the “Amendment” box at the bottom of the report.



**Restraint and Seclusion Incidents**

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

**Restraint Incident Report**  
 This report can be amended through 7/26/2018

[List of Records](#)

Student First Name: Bill  
 Student Last Name: Blass  
 Student Middle Name/Initial:  
 Date of birth: 01/01/2004  
 Grade: 10  
 Race: American Indian/Alaskan Native  
 Ethnicity: not Hispanic/Latino origin  
 Gender: M  
 Primary Exceptionality: Deaf or Hard-of-Hearing

School Year: 2018-2019  
 Date of Incident: 7/22/2018  
 Start Time, restraint: 1:00 AM  
 End Time, restraint: 1:08 AM  
 Duration: 8 minutes

Location at which restraint occurred: ESE Classroom  
 If other or off campus, please describe:

Crisis Management Training Strategy Used (specific to this incident): CPI/NCI (Crisis Prevention Institute/Nonviolent Crisis Intervention)  
 If other, please describe:

Type of most restrictive restraint used: Seated  
 If mechanical, please describe:

Person using or assisting in restraint

First Name	Last Name	Position
Dash	Riprook	ESE Teacher

Indicate what was happening before the restraint occurred (check all that apply).  
 The student was:  
 • Given a direction

If Other, please describe: was acting up

Indicate the behavioral strategies used to prevent/deescalate the behavior (check all that apply).  
 • Offered choices/preferred activity/breaks

The final report will indicate how much time you have to amend.

Indicate the behavioral strategies used to prevent/deescalate the behavior (check all that apply).

- Offered choices/preferred activity/breaks

Describe: talked to him

Indicate the behavior that warranted the use of restraint.:

Verbal threat/aggression

Describe: verbal scream

Indicate who was at risk of immediate physical harm (check all that apply).

- The student

How was it determined that there was imminent risk of serious injury or death to the student or others?

Describe: threatened

Indicate what occurred with the student immediately after termination of the restraint (check all that apply).

- Debriefing/problem solving

Describe: Talked to him

Did the student have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No

If yes, describe:

Did anyone else (other students or adults) have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No

If yes, describe:

---

Amendment:

Save

If you have questions contact your district liaison.

8. Let's say the date of the incident had been filled in incorrectly. Using the amendment box, you can add this information.

Amendment:  
The date of the incident was 6/14/13 not 6/13/13

9. Once you hit "Save" after filling in the amendment box, you will receive a message saying that no more edits can be made.



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

## Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL

[Main Menu](#) | [Change Password](#) | [Log Out](#) |

Your Session Time Left : 20 minutes

### Restraint Incident Report


**This report has been amended. No more edits can be made.**

[List of Records](#)

Student First Name: Bill  
Student Last Name: Blass  
Student Middle Name/Initial:  
Date of birth: 01/01/2004  
Grade: 10  
Race: American Indian/Alaskan Native  
Ethnicity: not Hispanic/Latino origin  
Gender: M  
Primary Exceptionality: Deaf or Hard-of-Hearing

## School Level Users: Print Incident Reports for Parents

1. When you are ready to print a report for the parent, select “Print” from the list of final reports. Do not use any other method of printing reports for the parent. Using the Print feature assures that the parent will receive only relevant fields and that a separate page for the parent signature is included.



**Restraint and Seclusion Incidents**

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

Edit/View RESTRAINT Incident Records

**FINAL Reports**

[Add New Record](#)


[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If there are multiple incidents to report for an individual student, a single parent report can be printed to include multiple incidents for an individual by checking the boxes next to the records to be included in the report, and then clicking the "Print Parent Report for checked items" button.

Print Parent Report for checked items

Date Record Entered	Date Final Report Complete	Date of Incident	Last Name	First Name	Middle Name	District	School	Report Status	Edit	Print	Print Multiple	Archive
1/8/2017 10:09 AM	1/8/2017	12/12/2016 8:00 AM	qwer	qwer	qwer	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
1/4/2017 4:45 PM	1/8/2017	1/3/2017 10:05 AM	Malfoy	Draco	L	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
2/14/2017 11:12 AM	2/14/2017	2/14/2017 1:00 PM	Gray	Natsu	L	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>

2. After selecting “Print” the report will show on the screen as follows:



**Restraint and Seclusion Incidents**

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

**RESTRAINT Incident Report**

[List of Records](#)

Monday, July 23, 2018  
GAINESVILLE HIGH SCHOOL

In accordance with Section 1003.573, Florida Statutes, Use of Seclusion and Restraint on Students with Disabilities, within 24 hours of releasing a student with a disability from restraint or seclusion, an incident report must be completed. If the student's release occurs on a day before the school closes for the weekend, a holiday or another reason, the incident report must be completed by the end of the day the school reopens. A copy of the incident report must be sent to the parent or guardian within 3 school days after the student was manually physically restrained or secluded. Printing the following report and mailing a copy of the printout to the parent or guardian will satisfy the requirement to provide an incident report as noted above. Note: The incident reporting requirement is separate from the requirement in the law to notify the parent in writing on the day the incident occurred.

Student First Name: Bill  
 Student Last Name: Blass  
 Student Middle Name/initial:   
 Date of birth: 01/01/2004  
 Grade: 10  
 Race: American Indian/Alaskan Native  
 Ethnicity: not Hispanic/Latino origin  
 Gender: M  
 Primary Exceptionality: Deaf or Hard-of-Hearing

School Year: 2018-2019  
 Date of Incident: 7/22/2018  
 Start Time, restraint: 1:00 AM  
 End Time, restraint: 1:08 AM  
 Duration: 8 minutes

Location at which restraint occurred: ESE Classroom  
 If other or off campus, please describe:

Crisis Management Training Strategy Used (specific to this incident): CPI/NCI (Crisis Prevention Institute/Nonviolent Crisis Intervention)  
 If other, please describe:

Type of most restrictive restraint used: Seated  
 If mechanical, please describe:

**Person using or assisting in restraint**

First Name	Last Name	Position
Dash	Riprook	ESE Teacher

Indicate what was happening before the restraint occurred (check all that apply).  
 The student was:  
 •  [Given a direction](#)

If Other, please describe: was acting up

Indicate who was at risk of immediate physical harm (check all that apply).

- The student

How was it determined that there was imminent risk of serious injury or death to the student or others?

Describe: threatened

Indicate what occurred with the student immediately after termination of the restraint (check all that apply).

- Debriefing/problem solving

Describe: Talked to him

Did the student have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No

If yes, describe:

Did anyone else (other students or adults) have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No

If yes, describe:

---

**Amendment:**

the incident date is 07/21/2018 instead of 07/22/2018

---

### RESTRAINT Incident Report

Keep the incident report for your records. Sign and return this page to the school.

Student First Name: Bill  
Student Last Name: Blass  
Student Middle Name/Initial:  
Date of birth: 01/01/2004

Date of Incident: 7/22/2018  
Start Time, restraint: 1:00 AM  
End Time, restraint: 1:08 AM  
Duration: 0 hours 8 minutes

I acknowledge receipt of the incident report.

---

Parent Signature

If you have questions contact your district liaison.

Date

**3. From this screen, you will still have to select “Print” under File, in order for the report to print.**

Department of **EDUCATION**

**Incidents**

SANTA FE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#)

Thursday, September 15, 2011  
**SANTA FE HIGH SCHOOL**

In accordance with Section 1003.573, Florida Statutes, Use of Seclusion and Restraint on Students with Disabilities, within 24 hours of releasing a student with a disability from restraint or seclusion, an incident report must be completed. If the student's release occurs on a day before the school closes for the weekend, a holiday or another reason, the incident report must be completed by the end of the day the school reopens. A copy of the incident report must be sent to the parent or guardian within 3 school days after the student was manually physically restrained or secluded. Printing the following report and mailing a copy of the printout to the parent or guardian will satisfy the requirement to provide an incident report as noted above. Note: The incident reporting requirement is separate from the requirement in the law to notify the parent in writing on the day the incident occurred.

Student First Name: Nancy  
 Student Last Name: Marks

**4. In this example, the printed report is three pages long. The first two pages are the incident report. The final page is the form that the parents sign and return to the school.**

Page 1 of 4

RESTRAINT Incident Report

Wednesday, July 10, 2013  
 SANTA FE HIGH SCHOOL

In accordance with Section 1003.573, Florida Statutes, Use of Seclusion and Restraint on Students with Disabilities, within 24 hours of releasing a student with a disability from restraint or seclusion, an incident report must be completed. If the student's release occurs on a day before the school closes for the weekend, a holiday or another reason, the incident report must be completed by the end of the day the school reopens. A copy of the incident report must be sent to the parent or guardian within 3 school days after the student was manually physically restrained or secluded. Printing the following report and mailing a copy of the printout to the parent or guardian will satisfy the requirement to provide an incident report as noted above. Note: The incident reporting requirement is separate from the requirement in the law to notify the parent in writing on the day the incident occurred.

Student First Name: Nancy  
 Student Last Name: Marks  
 Student Middle Name (Initial):  
 Date of birth: 01/01/2000  
 Grade: 7  
 Race: White  
 Ethnicity: not Hispanic/Latino origin  
 Gender: F  
 Primary Exceptionality: Autism spectrum disorder

School Year: 2012-2013  
 Date of Incident: 6/13/2013  
 Start Time, restraint: 1:25 PM  
 End Time, restraint: 1:29 PM  
 Duration: 4 minutes

Location at which restraint occurred: Off Campus (describe)  
 If other or off campus, please describe: Field trip

Crisis Management Training Strategy Used (specific to this incident): CP/NCI (Crisis Prevention Institute/Nonviolent Crisis Intervention)  
 If other, please describe:

Type of restraint: Standing  
 If other or mechanical, please describe:

7/10/2013

Page 2 of 4

Person using or assisting in restraint

First Name	Last Name	Position
William	Washington	Teacher

Indicate what was happening before the restraint occurred (check all that apply).

The student was:

- Given a direction

If Other, please describe: further describe

Indicate the behavioral strategies used to prevent/deescalate the behavior (check all that apply).

- Offered choices/preferred activity/breaks

Describe: further describe

Indicate the behavior that warranted the use of restraint:

- Self-injurious behavior

Describe: further describe

Indicate who was at risk of immediate physical harm (check all that apply).

- The student

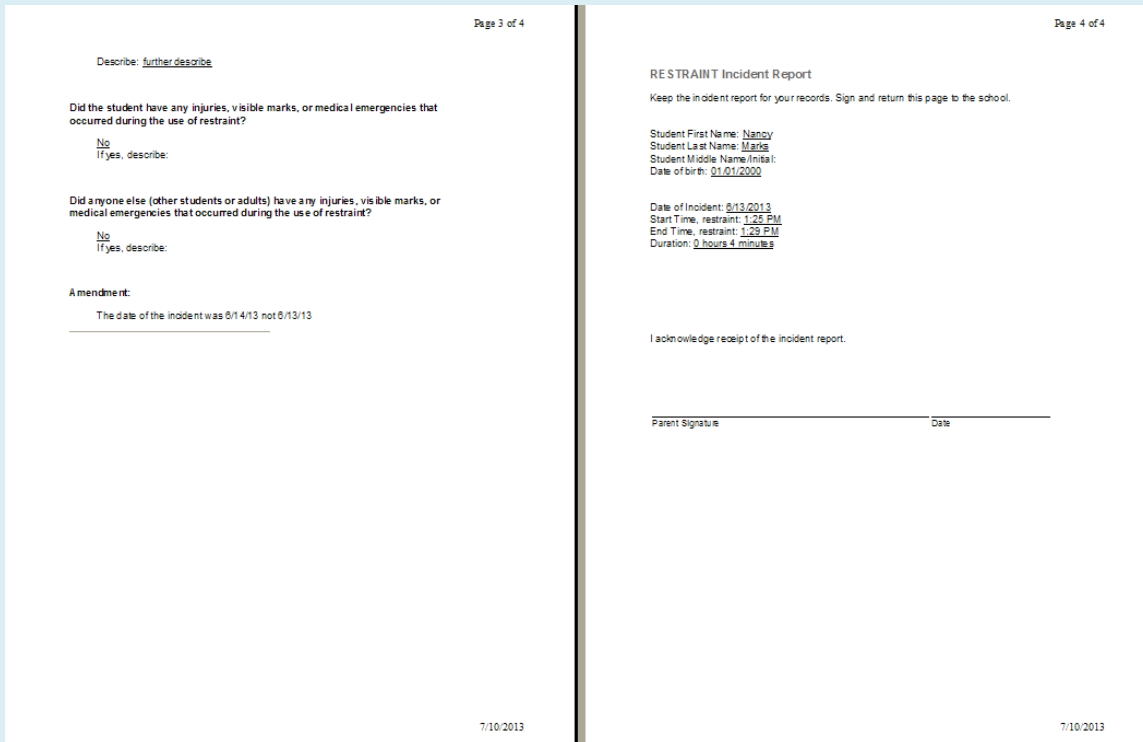
How was it determined that there was imminent risk of serious injury or death to the student or others?

Describe: describe

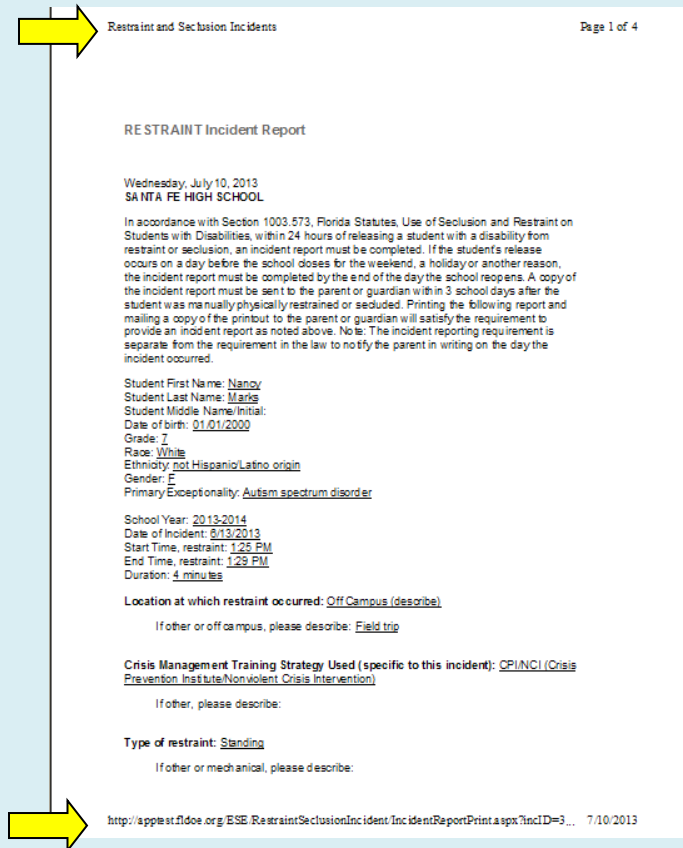
Indicate what occurred with the student immediately after termination of the restraint (check all that apply).

- Return to a civility situation

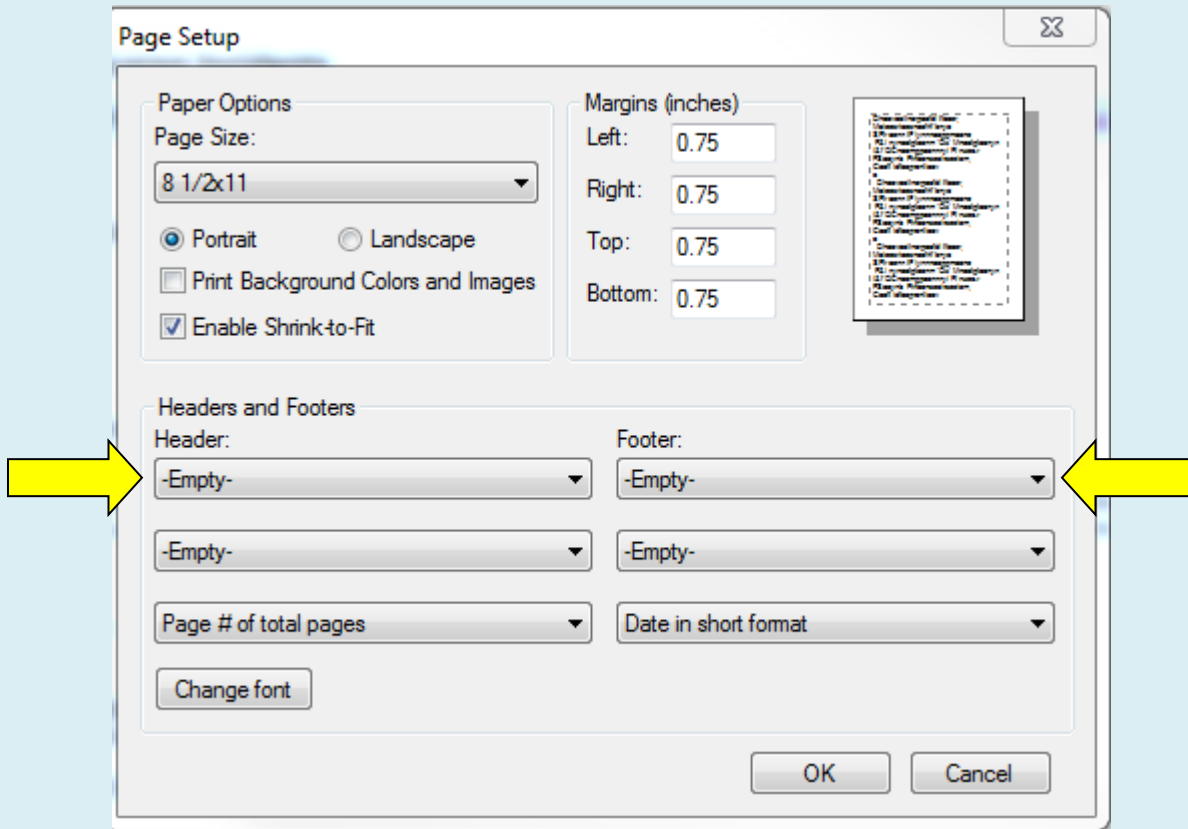
7/10/2013



5. Check to see if your printed report is showing headers and footers that could be confusing to parents, like those below.




To remove these extraneous headers and footers, click on Page Setup under File and clear any text in the Header and Footer boxes.



## School Level Users: Printing a Report for Multiple Incidents Occurring in a Single Day

1. In cases where a single student is restrained or secluded multiple times in a single day, a single report and signature may be printed for the parent. After selecting "View/Edit Restraint Incidents," then "View Final Reports," you will be taken to a list of final reports.


Florida Department of **EDUCATION**

### Restraint and Seclusion Incidents

Welcome Marie Lacap of SANTA FE HIGH SCHOOL
 
[Main Menu](#) | [Change Password](#) | [Log Out](#)

#### Edit/View RESTRAINT Incident Records

#### FINAL Reports

[Add New Record](#)  
[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If there are multiple incidents to report for an individual student, a single parent report can be printed to include multiple incidents for an individual by checking the boxes next to the records to be included in the report, and then clicking the "Print Parent Report for checked items" button.

Print Parent Report for checked items

Date Record Entered	Date Final Report Complete	Date of Incident	Last Name	First Name	Middle Name	District	School	Report Status	Edit	Print	Print Multiple	Archive
7/7/2010 12:26 PM	7/7/2010	7/7/2010 9:15 AM	Burke	Lorraine		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
7/8/2010 3:49 PM	7/8/2010	7/7/2010 9:15 AM	Jones	Brian	G	Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:39 PM	11/3/2010	10/31/2010 7:04 AM	smith	jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:36 PM	11/3/2010	11/2/2010 7:04 AM	smith	jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:37 PM	11/3/2010	11/2/2010 8:00 AM	smith	jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:44 PM	11/3/2010	11/2/2010 11:20 AM	Smith	Jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/4/2010 11:22 AM	11/4/2010	11/4/2010 7:04 AM	Smith	Jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>

2. For a single student who has had multiple incidents in a single day, check the incidents for that day and then click "Print Parent Report for checked items."



### Restraint and Seclusion Incidents

Welcome Marie Lacap of SANTA FE HIGH SCHOOL

[Main Menu](#) | [Change Password](#) | [Log Out](#)

#### Edit/View RESTRAINT Incident Records

#### FINAL Reports

[Add New Record](#)

[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If there are multiple incidents to report for an individual student, a single parent report can be printed to include multiple incidents for an individual by checking the boxes next to the records to be included in the report, and then clicking the "Print Parent Report for checked items" button.



Print Parent Report for checked items

Date Record Entered	Date Final Report Complete	Date of Incident	Last Name	First Name	Middle Name	District	School	Report Status	Edit	Print	Print Multiple	Archive
7/7/2010 12:26 PM	7/7/2010	7/7/2010 9:15 AM	Burke	Lorraine		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
7/8/2010 3:49 PM	7/8/2010	7/7/2010 9:15 AM	Jones	Brian	G	Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:39 PM	11/3/2010	10/31/2010 7:04 AM	smith	jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:36 PM	11/3/2010	11/2/2010 7:04 AM	smith	jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:37 PM	11/3/2010	11/2/2010 8:00 AM	smith	jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>	<a href="#">Archive</a>
11/3/2010 1:44 PM	11/3/2010	11/2/2010 11:20 AM	Smith	Jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input checked="" type="checkbox"/>	<a href="#">Archive</a>
11/4/2010 11:22 AM	11/4/2010	11/4/2010 7:04 AM	Smith	Jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>



- The report will present demographic information followed by information on each incident. The signature page will identify, separately, the incidents that the parent signature acknowledges.

RESTRAINT Incident Report

Thursday, November 18, 2010  
SANTA FE HIGH SCHOOL

In accordance with Section 1003.573, Florida Statutes, Use of Seclusion and Restraint on Students with Disabilities, within 24 hours of releasing a student with a disability from restraint or seclusion, an incident report must be completed. If the student's release occurs on a day before the school closes for the weekend, a holiday or another reason, the incident report must be completed by the end of the day the school reopens. A copy of the incident report must be sent to the parent or guardian within 3 school days after the student was manually, physically restrained or secluded. Printing the following report and mailing a copy of the printout to the parent or guardian will satisfy the requirement to provide an incident report as noted above. Note: The incident reporting requirement is separate from the requirement in the law to notify the parent in writing on the day the incident occurred.

Student First Name: JD  
Student Last Name: Smith  
Student Middle Name/Initial: \_\_\_\_\_  
Date of birth: 11/2/88  
Grade: 10  
Race: American Indian/Alaskan Native  
Ethnicity: Hispanic/Latino origin  
Gender: M  
Primary Exceptionality: Section 504 Only

Incident Number 1:  
Date of incident: 11/2/2010  
Start Time, restraint: 7:04 AM  
End Time, restraint: 7:14 AM  
Duration: 0 hours 10 minutes

Location at which restraint occurred: General education classroom

Type of restraint: standing

Person using or assisting in restraint

First Name	Last Name	Position
<u>a</u>	<u>a</u>	<u>a</u>

Context in which restraint occurred. Describe what was happening at the time the incident occurred, including the activity or type of interaction the student was involved in prior to the behavior that resulted in restraint. This is the antecedent to the incident.

context

Student's behavior leading up to and precipitating decision to use restraint. Describe what the student was doing prior to and during the incident that required the use of restraint. What was the behavior that warranted the use of restraint?

behavior

Describe specific positive behavioral strategies used to prevent/deescalate the behavior. Clearly describe (not list) any and all intervention/strategies used, both long term (i.e. specific strategies in an individual behavior intervention plan and/or classroom management plan) and more immediate (removal of audience, distraction, etc.) in relation to the time shortly before this particular restraint occurred. Specifically describe the interventions that were unique to the student and this particular restraint.

strategies

How was it determined that there was imminent risk of serious injury or death to the student or others?

imminent

Describe what occurred with student immediately after termination of restraint

after

Describe any injuries, visible marks, or medical emergencies that occurred during restraint

none

Incident Number 2:

Date of incident: 11/2/2010  
Start Time, restraint: 8:00 AM  
End Time, restraint: 8:14 AM  
Duration: 0 hours 14 minutes

Location at which restraint occurred: Cafeteria

Type of restraint: sitting

Person using or assisting in restraint

First Name	Last Name	Position

First Name	Last Name	Position
<u>b</u>	<u>b</u>	<u>b</u>

Context in which restraint occurred. Describe what was happening at the time the incident occurred, including the activity or type of interaction the student was involved in prior to the behavior that resulted in restraint. This is the antecedent to the incident.

describe

Student's behavior leading up to and precipitating decision to use restraint. Describe what the student was doing prior to and during the incident that required the use of restraint. What was the behavior that warranted the use of restraint?

precipitating

Describe specific positive behavioral strategies used to prevent/deescalate the behavior. Clearly describe (not list) any and all intervention/strategies used, both long term (i.e. specific strategies in an individual behavior intervention plan and/or classroom management plan) and more immediate (removal of audience, distraction, etc.) in relation to the time shortly before this particular restraint occurred. Specifically describe the interventions that were unique to the student and this particular restraint.

deescalation

How was it determined that there was imminent risk of serious injury or death to the student or others?

serious injury

Describe what occurred with student immediately after termination of restraint

termination

Describe any injuries, visible marks, or medical emergencies that occurred during restraint

cuts

Incident Number 3:

Date of incident: 11/2/2010  
Start Time, restraint: 11:20 AM  
End Time, restraint: 11:30 AM  
Duration: 0 hours 10 minutes

Location at which restraint occurred: General education classroom

Type of restraint: standing

Person using or assisting in restraint

First Name	Last Name	Position
<u>c</u>	<u>c</u>	<u>c</u>

Context in which restraint occurred. Describe what was happening at the time the incident occurred, including the activity or type of interaction the student was involved in prior to the behavior that resulted in restraint. This is the antecedent to the incident.

c

Student's behavior leading up to and precipitating decision to use restraint. Describe what the student was doing prior to and during the incident that required the use of restraint. What was the behavior that warranted the use of restraint?

b

Describe specific positive behavioral strategies used to prevent/deescalate the behavior. Clearly describe (not list) any and all intervention/strategies used, both long term (i.e. specific strategies in an individual behavior intervention plan and/or classroom management plan) and more immediate (removal of audience, distraction, etc.) in relation to the time shortly before this particular restraint occurred. Specifically describe the interventions that were unique to the student and this particular restraint.

s

How was it determined that there was imminent risk of serious injury or death to the student or others?

s

Describe what occurred with student immediately after termination of restraint

s

Describe any injuries, visible marks, or medical emergencies that occurred during restraint

s

**RE STRA INT Incident Report**

Keep the incident report for your records. Sign and return this page to the school.

Student First Name: Jan  
Student Last Name: Smith  
Student Middle Name (initial):  
Date of birth: 11/2/95

Incident Number 1:  
Date of Incident: 11/2/2010  
Start Time, restraint: 7:24 AM  
End Time, restraint: 7:14 AM  
Duration: 0 hours 10 minutes

Incident Number 2:  
Date of Incident: 11/2/2010  
Start Time, restraint: 8:00 AM  
End Time, restraint: 8:14 AM  
Duration: 0 hours 14 minutes

Incident Number 3:  
Date of Incident: 11/2/2010  
Start Time, restraint: 11:20 AM  
End Time, restraint: 11:30 AM  
Duration: 0 hours 10 minutes


I acknowledge receipt of the incident report.

Parent Signature

Date

## School Level Users: Archiving Incident Reports

1. Schools have the option of archiving reports. The act of archiving incident reports will ensure that school staff can refer to incident reports if required while keeping the active list of final reports at a manageable length. Districts may choose to archive monthly or at some other interval or not at all. Click on "Archive" for the report you wish to archive.



**Restraint and Seclusion Incidents**

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 17 minutes.

Edit/View RESTRAINT Incident Records

**FINAL Reports**

[Add New Record](#)


[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If there are multiple incidents to report for an individual student, a single parent report can be printed to include multiple incidents for an individual by checking the boxes next to the records to be included in the report, and then clicking the "Print Parent Report for checked items" button.

Print Parent Report for checked items

Date Record Entered	Date Final Report Complete	Date of Incident	Last Name	First Name	Middle Name	District	School	Report Status	Edit	Print	Print Multiple	Archive
1/6/2017 10:09 AM	1/6/2017	12/12/2016 8:00 AM	qwer	qwer	qwer	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
1/4/2017 4:45 PM	1/6/2017	1/3/2017 10:05 AM	Malfroy	Draco	L	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
2/14/2017 11:12 AM	2/14/2017	2/14/2017 1:00 PM	Gray	Natsu	L	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/8/2017 2:49 PM	11/8/2017	11/3/2017 6:21 AM	asdf	asdf	asdf	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>

2. You will be asked if you are sure you want to archive the record.



**Restraint and Seclusion Incidents**

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL [Main Menu](#) | [Change Password](#) | [Log Out](#) | Your Session Time Left : 20 minutes.

Are you sure you want to archive this record for qwer qwer.

- After selecting yes, you will receive a message saying “Record status changed Successfully” and the report will no longer be listed in the final reports.



### Restraint and Seclusion Incidents

Welcome Jane Doe of GAINESVILLE HIGH SCHOOL

[Main Menu](#) | [Change Password](#) | [Log Out](#) |

Your Session Time Left : 20 minutes.

#### Edit/View RESTRAINT Incident Records

Record status changed Successfully.



#### FINAL Reports

[Add New Record](#)

[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#)

If there are multiple incidents to report for an individual student, a single parent report can be printed to include multiple incidents for an individual by checking the boxes next to the records to be included in the report, and then clicking the “Print Parent Report for checked items” button.

[Print Parent Report for checked items](#)

Date Record Entered	Date Final Report Complete	Date of Incident	Last Name	First Name	Middle Name	District	School	Report Status	Edit	Print	Print Multiple	Archive
1/4/2017 4:45 PM	1/9/2017	1/3/2017 10:05 AM	Malfoy	Draco	L	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
2/14/2017 11:12 AM	2/14/2017	2/14/2017 1:00 PM	Grey	Natsu	L	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/8/2017 2:49 PM	11/8/2017	11/3/2017 6:21 AM	asdf	asof	asdf	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/8/2017 8:43 AM	11/8/2017	11/8/2017 1:04 PM	qwer	qwer	q	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
11/21/2017 9:29 AM	11/21/2017	11/20/2017 10:05 AM	Test	Test		Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
1/2/2018 9:37 AM	1/2/2018	1/2/2018 8:12 AM	Testing	Testing	T	Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>
7/23/2018 1:10 PM	7/23/2018	7/22/2018 1:00 AM	Blass	Bill		Alachua	GAINESVILLE HIGH SCHOOL	FINAL	<a href="#">View/Edit</a>	<a href="#">Print</a>	<input type="checkbox"/>	<a href="#">Archive</a>

If you have questions contact your district liaison.