



REQUIRED PARENTAL NOTIFICATIONS

This list is intended as a resource only. There may be additional requirements not included. Information listed may change without notice. School leaders are encouraged to familiarize themselves with the associated regulations.

Several [model forms and policies](#) can be found on the USBE website.

Annual Notices

- Directory Information Notice
 - The Family Education Rights and Privacy Act (FERPA) requires that each LEA, with certain exceptions, obtain parental written consent prior to disclosure of personally identifiable information from your child's records. However, schools may disclose appropriately designated "directory information" without written consent, unless a parent has advised the LEA to the contrary in accordance with LEA procedures. Directory information means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed.
 - [Link to model policy and sample notice](#)
- Parents' Rights
 - This notification may be posted on the LEA's website or through other means of electronic communication.
 - [53G-6-802](#)
- Student Fees
 - Fee schedules and fee waiver policies should be included in registration materials each year.
 - [53G-7-505](#); [R277-407](#)
 - [Link to USBE provided fee schedule and waiver resources](#)
- Emergency Response Plan
 - At the beginning of each school year, the LEA shall send or provide online a written notice to parents and staff of relevant sections of the plans.
 - NEW 2018 Reunification Plan is now required as part of the response plan.
 - [R277-400-4](#)

Enrollment Based Notices

- Conduct and Discipline Policies
 - The law specifically states this notification is required upon enrollment.
 - The policy must also be posted in a prominent location in each school.
 - The LEA must collect the signature of the parents or guardian acknowledging receipt of this policy.
 - [53G-8-204](#); [53G-6-803](#).

- Head Injury and Concussion Policy
 - Head injury and concussion policy must be sent to parents, and parents must sign permission slips before allowing students to participate in a sporting organization.
 - NEW 2018 Policy relates to PE classes offered by the LEA, extracurricular activities sponsored by the LEA, or statewide athletics. Excludes free play.
 - [26-53-201; R277-614](#)

Policy Based Notices

- Student Data Privacy
 - The law requires each LEA to approve a data governance plan that is a prominent, stand-alone document and is updated and published annually and available on the education entity's website.
 - [53E-9-301](#)
- Acceptable Use for Internet and Network Access
 - The law requires a policy prior to release of any funds. Availability of the policy must be posted in a conspicuous place within each school.
 - [53G-7-1003](#)
 - [Link to sample notification](#)
- Student Self-Harm, Suicide or Bullying Incident
 - Each LEA must write a policy which includes parental notification of a student's threat to commit suicide and/or an incident of bullying, cyber-bullying, hazing, harassment or retaliation involving the parent's student.
 - [53G-9-604; R277-613](#)
- Truancy
 - Each LEA must include in their attendance policy provisions for notice to parents of the policy and the discipline or consequence progress.
 - If a student is truant more than 5 days, notice of truanancies MAY be issued to parents. Notice is not required, but allowed.
 - [53G-6-203; R277-607](#)
- Constitutional Freedoms
 - Students and parents should be "adequately notified" of lawful exemptions to the requirement to participate in reciting the Pledge of Allegiance.
 - [R277-475](#)
- Student Credit
 - Each LEA policy explaining the process and standards for acceptance and reciprocity of credits earned by a student must include specific and adequate notice of all requirements and limitations.
 - [R277-705](#)

- Electronic Devices

- Each LEA must provide a copy of the electronic use policy or provide an electronic link at the LEA offices, in the schools, and on the website.
- The LEA must provide at least one public meeting to address proposed or revised internet safety policy adoption or changes.
 - [R277-495](#)
- Disruptive Behavior
 - Each LEA must establish a policy which provides notice to qualifying students.
 - Included in the notice should be the number of disruptions, school resources available, and cooperation from appropriate juvenile court in accessing student school records.
 - [R277-609](#)

Event Based Notices

- Reading Level
 - If a grade 1-3 student reads below grade level, notification and information about appropriate interventions are required multiple times throughout the year.
 - [R277-403](#)
 - Special Education and Carson Smith
 - If a student has an IEP, notice to parents of the availability of a scholarship to attend a private school through the Special Needs Scholarship Program is required no later than 30 days after the student initially qualifies for an IEP, and no later than February 1 to all students with IEPs on an annual basis.
 - [53F-4-302](#); [R277-602](#)
 - Health and Sex Education
 - Prior to Sex Ed, the common parental notification form created by the State Board of Education (or a form that satisfies all the legal and regulatory criteria) must be sent home.
 - [53G-10-402](#); [R277-474](#)
 - Emergency Safety Intervention
 - If a crisis situation occurs that requires the use of an emergency safety intervention, notification must occur as soon as possible and no later than the end of the school day.
 - [R277-609](#)
 - English Language
 - Notice to parents of students placed in language acquisition programs at the beginning of each school year, or no later than 30 days after identification.
 - [R277-716](#)
 - Student Illness
 - Notification to parents if student is injured or becomes ill during school day
 - [53G-9-202](#)
 - Protection of Pupil Rights Notification and Consent/Opt-Out
- Accessibility Checked

- Protection of Pupil Rights Amendment (PPRA), requires LEAs to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities.
- These activities include a student survey, analysis, or evaluation that concerns one or more of the eight “protected information surveys” areas.
 - [Link to model notice](#)
- Prohibited Acts
 - A school must upon receiving a report of a prohibited act (substance abuse and weapons) under [53G-8-501](#) and [502](#), immediately report the violation to the student’s parents and may report the violation to an appropriate law enforcement agency.
 - [53G-8-503](#)
- Student vision screening results
 - A school which conducts vision screening on students shall provide the child's results of the screening on a form produced by the school which may **not** include contact information other than the name of the licensed health professional; and shall include a statement: "vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor."
 - [53G-9-404](#)
- Student health, safety, welfare
 - If a school employee believes that a situation exists which presents a serious threat to the well-being of a student, that employee must immediately notify the student's parent.
 - [53E-9-203](#)

