

**USD 308  
Hutchinson Public Schools  
Documentation of Seclusion**

**Student:**

**Building:**

**KIDS #:**

**Seclusion – Reporting Checklist**

A student is considered to be in seclusion when:

- 1) **placed** in an enclosed area by school personnel;
- 2) **purposefully isolated** from other adults and peers; and
- 3) **prevented** from leaving the enclosed area, **or reasonably believes** that they will be prevented from leaving the enclosed area.

*Please check all that apply for each incident of seclusion*

- The student was placed in an enclosed area by school personnel.**
- The student was purposefully isolated from others (adults and peers).**
- The student was prevented from leaving the enclosed area, or reasonably believed that they would be prevented from leaving the enclosed area.**  
*The student did not have egress.*

\*\*\*If ALL boxes are checked, the incident counts as seclusion\*\*\*  
Please complete the remainder of this form.

**Date of Usage** (document on the same day):

**Time In:**

**Time Out:**

**School Employee(s) taking child to seclusion:**

**Witnesses of seclusion:**

**Event/Behavior that precipitated seclusion (antecedent):**

**Briefly describe event:**

**Sent to Parent on:**

**By what means:**

**Principal:**

**Teacher:**

**Date:**

**Date:**

**School Email:**

**Phone Contact:**

We strongly encourage you to use the contact information listed above to schedule a meeting to discuss the incident and future proactive responses.

**Parental Feedback/Comments:**