

## 3144 Form - Principal's Notification Checklist

1. When notifications are received from law enforcement:
  - Determine what local law enforcement agency makes sex offender notifications. Select person responsible to accept notifications. Select secure location to keep notification documents.
  - Determine how confidentiality will be maintained.
  - Determine who will have access to the notification documents.
  - Determine if signatures will be required for tracking anyone asking to see the list of notifications.
  - Determine process for keeping notification information current.
2. Reviewing notification lists received from law enforcement:
  - Select person responsible to review names on notification lists to determine those currently enrolled, attending, or new to the school.
  - Determine how often the lists will be reviewed.
  - Determine how district superintendent will be notified of students on the list and what information they will receive.
  - Determine who will provide teacher names to the principal for level I, II, and III sex offenders.
  - Determine what other school staff members will be notified and what information they will receive.

Determine how law enforcement will be notified when students on the list do not show up at the school.

Cross References:                    3114 - Part-Time, Home-Based, or Off-Campus Students  
   3114P - Procedure - Part-Time, Home-Based, or Off-Campus Students

Adoption Date: **12.18**  
Classification: **Essential**  
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