

## Form 3144F - 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.

Adoption Date: 2.8.19

Revised Dates: