

**Violent Incident Notification (VIN)**

**CONFIDENTIAL STUDENT INFORMATION:  
-- Staff is not to share or discuss with other staff --**

**Note to Administrator:**

**BOTH of the following conditions must be met in order to complete a VIN Form: (check (√) applicable)**

- The student's conduct is described as a violation of one or more category Level 5, including those Level 4 categories with Level 5 considerations). (See Student Rights & Responsibilities Handbook).
- The student has threatened to cause or has caused physical injury that resulted in substantial or great bodily harm to a person, or significant damage to property, regardless of whether related to a disability.

**Please also submit a copy to your Assistant Superintendent's office when completed**

**MN State Statute:**

**121A.64 NOTIFICATION; TEACHERS' LEGITIMATE EDUCATIONAL INTEREST.**

(a) A classroom teacher has a legitimate educational interest in knowing which students placed in the teacher's classroom have a history of violent behavior, including any documented physical assault of a district employee by the student, and must be notified before such students are placed in the teacher's classroom.

(b) Representatives of the school board and the exclusive representative of the teachers shall discuss issues related to the model policy on student records adopted under Laws 1999, chapter 241, article 9, section 50, and any modifications adopted under Laws 2003, First Special Session chapter 9, for notifying classroom teachers and other school district employees having a legitimate educational interest in knowing about students with a history of violent behavior, including any documented physical assault of a district employee by students placed in classrooms. The representatives of the school board and the exclusive representative of the teachers also may discuss the need for intervention services or conflict resolution or training for staff related to placing students with a history of violent behavior in teachers' classrooms.

**Note to Staff recipient:**

This notice is sent to inform you that the following student has engaged in violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff. Please contact your principal with any questions or to receive any additional information that may be available to you based on your legitimate educational interest.



\_\_\_\_\_ **Date of Incident**

\_\_\_\_\_ **Date of Notice**

**PRIVATE DATA NOTICE: The data on this form are private data under state and federal law, and the student's privacy rights must be protected. Keep this notice in a secure location; this information may not be shared. You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy.**

**Student's name:** \_\_\_\_\_

**CIF #:** \_\_\_\_\_

A. **Brief description of incident of violence:**

B. **Any additional information regarding the student (i.e. IEP plan; 504 information):**

**The requirement to give this notice to staff with respect to this incident begins on the Date of Incident and expires one calendar year from the Date of Incident. A copy of the notice must be kept in the student's educational record (cum folder) until the notice period expires.**