



The School Board of Brevard County, Florida

**NOTICE TO NOT CONTACT PARENT/LEGAL GUARDIAN
REGARDING OFFICIAL INVESTIGATION**

DIRECTIONS: This form shall be used when a Law Enforcement Agency/Officer or Department of Children and Families (“DCF”) Investigator want to interview a student while the student is in the care of Brevard Public Schools (“BPS”) and have directed BPS Staff that the parent/legal guardian shall NOT be contacted.

Date: _____ Name of School: _____

I, _____, am a (choose one): Law Enforcement Officer DCF Investigator.
(Print Name)

I am conducting an official investigation involving the student(s) listed below and have directed the school administrator or designee _____ of the above named
(Print Name/Job Title)
school to **NOT CONTACT** the parent/legal guardian(s) of the student(s) listed below regarding this investigation because _____. I have further directed them to not inform the parent/legal guardian(s) of this investigation or any actions taken while the student(s) are subject to the control or in the care of BPS.

Official Signature

Badge/ID Number

Date

Agency

Agency Phone Number

Official Supervisor’s Name

Name of Student(s) Involved

This Form 5540F1 shall be maintained in the student’s discipline file and maintained in accordance with the State of Florida retention schedules.