



The School Board of Brevard County, Florida

**REQUEST 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 requested 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. I am
(Print Name)

conducting an official investigation involving the student(s) listed below and have requested the school administrator or designee _____ of the above named school to **NOT**
(Print Name/Job Title)

CONTACT the parent/legal guardian(s) of the student(s) listed below regarding this investigation (check one) (a) ___ until the interview at the school is complete or (b) ___ until further notice, because _____.

Should a parent/legal guardian contact the school after the interview of the child(ren), BPS can provide the contact information for the visiting Law Enforcement Officer/DCF Investigator directly to the parent/legal guardian.

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 Florida records retention schedules.