



ALLEGATION EMAIL TO SCHOOL ADMINISTRATION

Dear [name],

We are writing regarding the allegation made against [name] by a [school name] student.

LifeWise Academy is committed to following applicable law regarding reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement or child protective service organization. It is the policy of LifeWise Academy not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse of a minor, or a clearly criminal act, as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Can you please let us know if you have reported this incident to law enforcement or child protective services? If so, can you please let us know which agency (so we can make a report to the same agency and reference your report to minimize confusion)?

I understand some of the information related to these allegations is exempt from disclosure or subject to redaction, but to ensure we understand all the facts, I request copies of the following public records from the [School District Name]:

- ◆ A copy of the investigative file or similar record relating to the allegation made against [name] by a [school name] student
- ◆ Copies of any written report or communication made by a [School District] employee to law enforcement or child protective services relating to the allegation made against [name] [school name] student
- ◆ Copies of any written report or communication made by a [School District] employee to law enforcement or child protective services regarding any similar allegation made by the same student against any other person
- ◆ Copies of any correspondence between [School District] employees and/or child protective services or law enforcement discussing the allegation made against [name] by a [school name] student

I request that the copies be made on the media on which the record copy of the media is kept, or other media believed reasonably available in the normal course of the public office's operation. I would like to receive the copies by e-mail attachment to this email address. If some records become available sooner than others, please deliver them as they become ready rather than waiting for all records to become available.

If you believe any of the above requests are ambiguous, overly broad, or insufficiently specific for you to identify the records requested, please contact me at the number below to explain how you organize and access that category of record so that I can try to revise the request with more specificity. I would like to respect your time and resources by making this request as understandable and easy to comply with as

possible. If any records are withheld or redacted, please make clear the explanation, including legal authority, that is being asserted for each. If you expect a significant delay in fulfilling this request, please contact me with information about when I might [expect copies of or be able to inspect] the requested records.

Thank you for your prompt attention to this request, and please don't hesitate to contact me with any questions or updates.

Sincerely,

[name]