

Notice of Intake Decision

Date: _____ Incident Number: _____
Name: _____
Address: _____

Dear _____ :

You are receiving this notice because you made a report of suspected student abuse on
regarding school employee _____ and student _____.

- ☐ The report of suspected student abuse you made has been accepted for investigation. The investigation takes up to 30 business days to complete. The worker assigned may contact you to confirm information or to obtain additional information.
- ☐ The report of suspected student abuse you made will not result in an investigation because:
- ☐ The identified victim is not a student and/or was not a student at the time of the alleged Incident.
 - ☐ The alleged student victim was not identified.
 - ☐ The person alleged responsible for the act or omission was not identified.
 - ☐ The alleged person responsible was not a school employee when alleged incident occurred.
 - ☐ The alleged person responsible is not a current school employee in an Iowa school district.
 - ☐ The reported incident did not occur on school grounds during school time, or on or at a school-related curricular or extracurricular activity.
 - ☐ The reported incident occurred before 7/1/25 and is more than three years from the date of the report.
 - ☐ The acts or omissions of the school employee does not meet the definition of student abuse.
 - ☐ Iowa does not have jurisdiction.
 - ☐ This is a duplicate report of a prior investigation:

Further action taken:

- ☐ Incident referred to law enforcement
☐ Other action taken

Steps to consider if report will not result in an investigation:

Rejection of a report of alleged student abuse does not preclude other available forms of reporting, investigation, and disciplinary action.

The following options remain, which you may pursue:

- (1) Contacting law enforcement.
- (2) Contacting the county attorney.
- (3) Contacting private counsel for the purpose of filing a civil suit or complaint.
- (4) Filing a complaint with the board of directors of the public school district or the authorities in charge of the nonpublic school associated with the school employee allegedly involved in the incident, and contacting the board of educational examiners, as applicable.

Sincerely,

Student Abuse Intake Supervisor	Phone	Email
---------------------------------	-------	-------