

**From:** [Bylin Julie - SS](#) on behalf of [Bylin Julie - SS <JulieBy@ckschools.org>](#)  
**To:** [Coleman Kathryn - SPSR](#); [Gellert Erika - SS](#); [Ryen Rick - KAP SBD Consultant](#); [Yellowlees John - SS](#); [Ensminger Rebecca - SS](#); [Skelly Alicia - SS](#)  
**Subject:** RE: Updated Incident Report 2015\_16  
**Date:** Friday, January 8, 2016 1:40:47 PM  
**Attachments:** [Updated Special Incident Report Form 2015 16.docx](#)

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When would be a good time?

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**From:** Coleman Kathryn - SPSR  
**Sent:** Wednesday, December 16, 2015 5:28 PM  
**To:** Gellert Erika - SS; Bylin Julie - SS; Ryen Rick - KAP SBD Consultant; Yellowlees John - SS; Ensminger Rebecca - SS; Skelly Alicia - SS  
**Subject:** RE: Updated Incident Report 2015\_16

Let's vet it one more time at coordinators.

K

Kathryn Coleman  
Director of Elementary Special Education  
Central Kitsap School District  
360-662-1040

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**From:** Gellert Erika - SS  
**Sent:** Wednesday, December 16, 2015 11:19 AM  
**To:** Bylin Julie - SS; Coleman Kathryn - SPSR; Ryen Rick - KAP SBD Consultant; Yellowlees John - SS; Ensminger Rebecca - SS; Skelly Alicia - SS  
**Subject:** RE: Updated Incident Report 2015\_16

Should I upload this?

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**From:** Bylin Julie - SS  
**Sent:** Thursday, December 10, 2015 9:06 AM  
**To:** Gellert Erika - SS; Coleman Kathryn - SPSR; Ryen Rick - KAP SBD Consultant; Yellowlees John - SS; Ensminger Rebecca - SS; Skelly Alicia - SS  
**Subject:** RE: Updated Incident Report 2015\_16

It already had the Send to Coordinator line, but I added a check box. (I think that's what you meant Erika?) I also added the notification within 24 hours by parent or administrator. Let me know if you see anything else to fix/add.

Thanks!

Julie

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**From:** Gellert Erika - SS  
**Sent:** Tuesday, December 08, 2015 5:39 PM  
**To:** Coleman Kathryn - SPSR; Bylin Julie - SS; Ryen Rick - KAP SBD Consultant; Yellowlees John - SS; Ensminger Rebecca - SS; Skelly Alicia - SS

**Subject:** RE: Updated Incident Report 2015\_16

I'd like a beside **Send signed original to Special Services Coordinator** 😊

**ME ME ME**  
**IT'S ALL ABOUT**  
**ME**

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**From:** Coleman Kathryn - SPSR  
**Sent:** Tuesday, December 08, 2015 4:09 PM  
**To:** Bylin Julie - SS; Ryen Rick - KAP SBD Consultant; Yellowlees John - SS; Gellert Erika - SS; Ensminger Rebecca - SS; Skelly Alicia - SS  
**Subject:** RE: Updated Incident Report 2015\_16

What about a box saying parent contacted within 24 hours by \_\_\_ teacher or \_\_\_ administrator?

Thoughts?

K

Kathryn Coleman  
Director of Elementary Special Education  
Central Kitsap School District  
360-662-1040

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**From:** Bylin Julie - SS  
**Sent:** Tuesday, December 8, 2015 2:55 PM  
**To:** Ryen Rick - KAP SBD Consultant; Yellowlees John - SS; Coleman Kathryn - SPSR; Gellert Erika - SS; Ensminger Rebecca - SS; Skelly Alicia - SS  
**Subject:** Updated Incident Report 2015\_16

Hi,

Since we have a new isolation and restraint form, I attempted to modify our existing Special Incident Report to be used for other extraordinary incidents. Please find it attached. Let me know what needs fixing.

Happy rainy day,  
Julie