



**CONFIDENTIAL – TO BE OPENED BY PRINCIPAL ONLY**  
**(Pursuant to TCA Section 49-6-3051)**

Current Date

From: Name of FSW  
and Title

School Principal's Name  
Name of School  
City  
State / Zip

Region/Office/Facility  
Address  
City  
State / Zip  
Telephone Number

Re: Child/Youth's Name

Date of Birth: Birth date

This is to inform you that the above named child/youth, along with parents/guardians appeared before the **Court of County, Tennessee** regarding a charge(s) as follows:

**List Charge(s):**

**Adjudication Date(s):**

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**Adjudication Date(s):**

The Court has made an adjudicative finding regarding this/these charges(s). *TCA Section 49-6-3051* provides that an abstract or notification shall be provided to the school principal. This document shall serve as notice of the nature of the offense(s) before the child/youth resumes school attendance. An abstract of the Court may be attached if made available by the Court. Such information shall be shared only with another principal, employees of the school having responsibility for classroom instruction of the child/youth, the school counselor, the social worker, a psychologist involved in school planning, and the school resource officer. Otherwise, this information is confidential and shall not be shared by any school personnel or with any other person or agency except as may otherwise be required by law.

Such notification in writing of the nature of the offense committed by the child/youth shall NOT become a part of such child's/youth's student record. A violation of the confidentiality provisions of the preceding sentence is a Class C misdemeanor.

**Signatures:**

Principal:

Date Received by Principal:

DCS FSW/HCCM:

Date Provided:

DCS Supervisor:

Date:

**TENNESSEE LAW REQUIRES THE REPORTING OF THE FOLLOWING ADJUDICATIONS IN THIS STATE OR IN ANOTHER STATE FOR EQUIVALENT OFFENSES:**

First degree murder as defined in § TCA 39-13-202; second degree murder as defined in § TCA 39-13-210; rape as defined in § TCA 39-13-503; aggravated rape as defined in § TCA 39-13-502; rape of a child as defined in § TCA 39-13-522; aggravated rape of a child as defined in § 39-13-531, aggravated robbery as defined in § TCA 39-13-402; especially aggravated robbery as defined in § 39-13-403; kidnapping as defined in § TCA 39-13-303; aggravated kidnapping as defined in § 39-13-304; especially aggravated kidnapping as defined in § 39-13-305; aggravated assault as defined in § TCA 39-13-102; felony reckless endangerment as defined in § TCA 39-13-103; and aggravated sexual battery as defined in § TCA 39-13-504. Also, any delinquent adjudication in this state for a violation of voluntary manslaughter, as defined in § TCA 39-13-211; criminally negligent homicide as defined in § TCA 39-13-212; sexual battery by an authority figure, as defined in § TCA 39-13-527; statutory rape by an authority figure, as defined in § TCA 39-13-532; prohibited weapon, as defined in § TCA 39-17-1302; unlawful carrying or possession of a firearm, as defined in § TCA 39-17-1307; carrying weapons on school property, as defined in § TCA 39-17-1309; carrying weapons on public parks, playgrounds, civic centers, and other public recreational buildings and grounds, as defined in § TCA 39-17-1311; handgun possession, as defined in § TCA 39-17-1319; providing handguns to juveniles, as defined in § TCA 39-17-1320; Any violation of § TCA 39-17-417 that constitutes a Class A or Class B drug offense felony.

**This form must not be sent via facsimile but delivered personally to school principal for signature. The information should be taped closed inside an envelope, marked "CONFIDENTIAL: TO BE OPENED BY PRINCIPAL ONLY" and, if possible, a principal's signature should be obtained that the notice was received into his/her hands and on what date. This notice should be provided each time the child/youth changes schools because the notification is not supposed to be a part of cumulative or other school records.**



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Copies: Copy of Signed Form Filed in Education Section of Case File

CS-0703

Rev: 09/19

