

**WEBER SCHOOL DISTRICT  
PROCEDURES FOR RETENTION OF BEHAVIORAL ASSESSMENTS AND  
SUICIDE INTERVENTION FORMS**

When a Behavioral Assessment (BA) and/or Suicide Intervention Forms are completed, do the following:

- Put the original in the student file in the office. Put the forms in an envelope. Include the permission to test form for the BA. Seal the envelope and write “Confidential Information. Obtain approval from an administrator or counselor before opening.”
- If the student is in Special Education, a copy also goes in his/her Special Education file.
- The counselor notes action on the Discipline Tracker. Put what is helpful for the next counselor, administrator, or teacher to know.

For suicide referrals, a suggested response would be, “Initiated procedures under the Suicide Intervention Plan.”