

Student Suicide-Related Documentation Folder | “READ ME” File

PURPOSE

The “**StudentCrisisSupport**” folder system has been created to securely store suicide-related documentation of students.

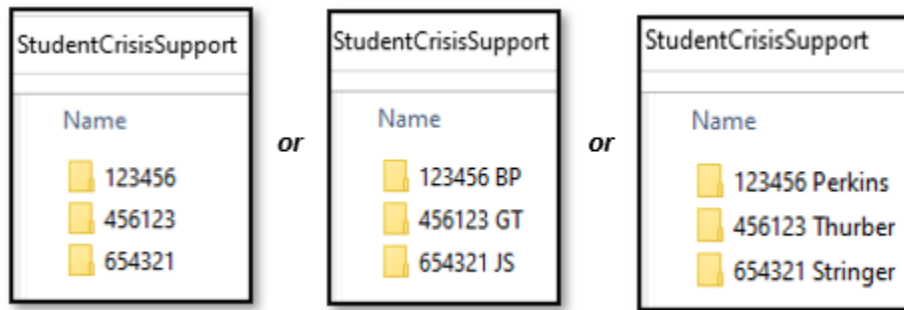
WHO HAS ACCESS?

Currently only the counselors and administrators have access to their [school's folder](#).

HOW SHOULD THE FOLDERS BE NAMED?

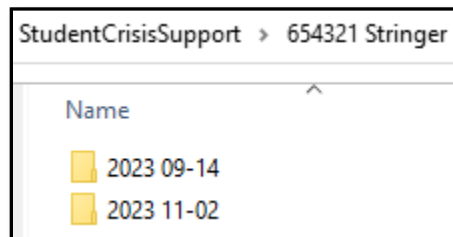
1. Within the “**StudentCrisisSupport**” folder, create a folder for each student who has documentation regarding a suicide-related circumstance.

- **Required:** The folder should be titled using the student’s EPS Id number
- **Optional:** Following the student Id #, the student’s initials or last name may be included
- *Examples:*



2. Within each student’s folder, create a folder for each separate circumstance.

- **Required:** Title each of these folders with the origination date → YEAR MONTH-DAY
- For example, a folder for November 2nd of this year would be titled as “**2023 11-02**”



HOW SHOULD THE FILES BE NAMED?

Files should be named to reflect their type to make it easy for people with need-to-know access the ability to efficiently identify the documents. Best practice will be to keep as much of the original document title as reasonable.

WHAT TYPES OF FILES SHOULD BE INCLUDED?

[ALL suicide-related documents](#) should be included. This includes referral notes, screening forms, risk of suicide or self-harm documentation, re-entry guide, initial support plan, safety plan, supervision plan, follow-up meeting documentation, authorization for release/exchange of information forms.

NOTE: Each of these documents is considered an **educational record** under FERPA. They are subject to legally designated retention periods. This storage system will satisfy such requirements.