


# MEMORANDUM

TO: Superintendents, Heads of Independent Schools  
FROM: Daniel M. French, Ed.D., Secretary of Education   
SUBJECT: Rule 4500 Mandated Restraint/Seclusion Documentation Report  
DATE: October 10, 2022

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Beginning Oct. 10, 2022, the Agency of Education will transition to the use of the online [Rule 4500: Mandated Restraint/Seclusion Documentation Report](#) for the reporting of Rule 4500 applications. This reporting system will support the mandatory submission of restraint and seclusion reports to the AOE, as required by the State Board of Education. The AOE is implementing this reporting system to improve the quality and consistency of the Rule 4500 data collection.

## How to Use the New Reporting System

Rule 4500 frames the appropriate application of restraint and seclusion in Vermont schools. The purpose of State Board Rule 4500 is to:

- Create and maintain a positive and safe learning environment in schools,
- Promote positive behavioral interventions and supports in schools, and
- Ensure that students are not subjected to the inappropriate use of restraint or seclusion.

Rule 4500 is applicable to all learning environments that receive public funding or over which the Vermont Agency of Education has regulatory authority.

Each school shall maintain written records of each use of restraint and seclusion. Additionally, the Superintendent of the supervisory union shall use this new digital reporting system to report applications of restraint or seclusion that meet any of the following criteria:

- There is a death, an injury requiring outside medical treatment, or hospitalization to staff or student because of restraint or seclusion.
- Physical restraint or seclusion has been used for more than thirty (30) minutes.
- Physical restraint or seclusion has been used in violation of the rules, including the use of any prohibited restraint or seclusion.

These reports must be submitted through the system within three days of the application of the restraint or seclusion.

Upon submission of the [Rule 4500: Mandated Restraint/Seclusion Documentation Report](#), a

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## Contact Information:

If you have questions about this document or would like additional information, please contact:  
Kate Anderson, Student Support Services, at [kate.anderson@vermont.gov](mailto:kate.anderson@vermont.gov).

copy of the completed form will be emailed to the person submitting it, the building administrator, and the superintendent of the student's district.

School staff should be trained to recognize the criteria outlined above and to use this online form for reporting an incident to the Agency of Education when required. In most cases, a staff member would know after an incident, but before beginning the report submission, whether the report must be sent to the Agency of Education.

For incident reports that do not meet the above criteria requiring submission to the Agency of Education, a [Rule 4500: Mandated Restraint/Seclusion Documentation Report Blank Questionnaire](#) is available for your internal use and reference. Using the Rule 4500: Mandated Restraint/Seclusion Documentation Report Blank Questionnaire will ensure consistency of information collected for all incidents.

Refer to [Rule 4500, Section 4503](#) for questions regarding the reporting requirements at the school and district level for incidents of restraint and seclusion in Vermont schools.

For further guidance regarding Rule 4500, contact [kate.anderson@vermont.gov](mailto:kate.anderson@vermont.gov).