Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
435-673-3553

Administrative Letter N005

Public Education Hotline and Reporting Notice

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Washington County School District (WCSD) is committed to transparency, accountability, and compliance with Utah law. As part of this commitment, WCSD participates in the **Utah State Board of Education (USBE) Public Education Hotline** process (Rule **R277-123**).

The hotline provides a way for parents, students, employees, and members of the public to report violations of law, board rule, or district policy.

Emergency or Time-Sensitive Concerns

If the issue involves immediate danger, threats, abuse, or neglect, use the applicable channels below first:

- **Local law enforcement** — for immediate threats or emergencies
  911
- **SafeUT Crisis Hotline** — for mental health crises or tip reporting
  (833) 372-3388
- **DCFS / Child Protective Services (CPS)** — for allegations of child abuse or neglect
  (855) 323-3237

Non-emergency Concerns

How the Hotline Process Works

- **Submitting a Report**
  Reports may be submitted through the official **USBE Hotline**. Reports can be made online, by phone, or in writing.

- **Who Receives Reports**
  Hotline submissions are first received by the **USBE Internal Audit Department**. USBE reviews the information and may:

  - Refer the matter to WCSD for local handling, or
  - Retain and investigate the matter directly, depending on the type of report.

- **WCSD's Responsibilities**
  When WCSD receives a referral from the USBE Hotline, the district is legally required to:

  - Provide an **initial response within 45 days** (14 days if the report involves prohibited discriminatory submissions, trainings, or practices).
  - Submit **updates every 30 days** until the matter is resolved.
  - Use the official USBE response forms.
  - Ensure the process is documented and compliant with **R277-123**.

District Commitment

- WCSD does not tolerate retaliation against anyone who makes a good-faith report.

How to Get Started

If you believe there has been a violation of law, board rule, or WCSD policy, you may file a report using the **USBE Public Education Hotline**:

How to Submit a Report to USBE Internal Audit

You may submit a concern via any of these methods:

1. **Online Report Form (Qualtrics)** — https://usbe.az1.qualtrics.com/jfe/form/SV_3fOibv0QptlHu62
2. **Email** — audit@schools.utah.gov.

3. **Phone** — (801) 538-7813 (if no answer, leave a message).

4. **Mail** —
   Utah State Board of Education
   Internal Audit Department
   Attention: Debbie Davis
   PO Box 144200
   Salt Lake City, Utah 84114-4200

When submitting, please include as much detail as possible (names, dates, location, documentation, laws or policies involved, prior attempts to resolve, etc.).

Screening & Referral

After a concern is submitted, USBE Internal Audit conducts a **screening** under R277-123 to determine whether the matter should be handled by the local education agency (LEA) (i.e., WCSD) or retained by state level.

Many complaints are referred to the local district, in keeping with the principle of local control.

Questions?

For district-level questions about this process, you may also contact the Washington County School District Office at **435-673-3553**.