



Utah Public Education Hotline Policy

The Utah State Board of Education (USBE) maintains a Public Education Hotline governed by *Board Rule R277-123*. This hotline serves as a formal channel for reporting alleged violations of statutes, board rules, or other improper governmental activities within the public education system.

Public Education governs both at the state and local levels, so it is important to try and identify who has authority in the area where you have a question or a concern. The document at the end of this policy will help you identify options when you have a concern; many times, the best option is to *Start Local*.

Utah Schools Directory - Includes public (district and charter) and private schools.

For concerns regarding **Special Education** and/or **Alleged Educator Misconduct** consider the following USBE resources:

- **Dispute Resolution**
Special Education Services - Student and Parent Rights.
- **Reporting Educator Misconduct/Arrests**
Policy, Law, and Professional Practices - Utah Professional Practices Advisory Commission (UPPAC)

Protection for Individuals Reporting Concerns?

The USBE and the Internal Audit Department are committed to protecting individuals who report concerns. As requested, and to the extent allowed by law, we maintain the confidentiality of anyone providing information. Utah law prohibits discharging, threatening, or otherwise bringing a personal action against an employee who reports a violation of law or waste of public funds, property, or manpower unless the employee knows the report is malicious, false, or frivolous. Please see the *Utah State Legislature Title 63G-2-305: Protected Records Government Records Access and Management Act (GRAMA)* concerning protected information, including information for audit purposes, and *Title 67-21: Utah Protection of Public Employees Act* concerning the whistleblower protections.

Reporting a Concern

If you would like to report a concern (e.g., misuse of assets, funds, or resources; non-compliance with regulations, policies or rules; fraud, waste, abuse or unethical behavior) please contact the Internal Audit Department in one of the following ways:

1. Fill out the ***Report a Concern Form*** at **schools.utah.gov/parent/reportaconcernorcomplaint**.
2. Send an e-mail to **audit@schools.utah.gov**.
3. Call the dedicated phone number (801) 538-7813. If there is no answer, please leave a message and they will return your call within 72 hours.
4. Mail a concern to:
 - Utah State Board of Education
Internal Audit Department
Attention: Debbie Davis
PO Box 144200
Salt Lake City, Utah 84114-4200
5. Schedule an appointment to share your concern in person by emailing **audit@schools.utah.gov**.

To expedite a preliminary analysis of reported items, when you report a concern please provide as much information and documentation as possible. This could include:

- Your name, e-mail, and phone number (reports of concerns may be anonymous to the extent allowed by law)
- A detailed description of the concern, including any relevant laws, regulations, policies, programs, etc., and if applicable, the source of the funds involved (e.g. federal, state, other)
- The names and titles of the individuals involved with the concern
- The location and date where the concern occurred
- Additional information such as: other witnesses, supporting documents, evidence, etc.

For each concern received the Internal Audit Department will conduct a preliminary analysis as directed by *R277-123*. The analysis includes consideration of relevant laws and rules, and entities with authority to review the concern and take necessary action. This means a concern may be referred to one or more entity; if referred, consideration of the concern will be according to the policies and procedures of that entity.

Language Assistance

You may, free of charge, request language assistance services for the **Public Education Hotline** by e-mailing us at audit@schools.utah.gov.

Utah Public Education: Where Should I Start?

For Emergency Safety Concerns

Division of Child and Family Services (DCFS)
(855) 323-3237
dcfs.utah.gov

Call Local Law Enforcement

SafeUT
Crisis Hotline
(833) 372-3388
safeut.org

I have a QUESTION...

See Tips for Helpful Information on Page 2.
Many answers can be found online.

CONTACT
Your School or LEA Administration

CONTACT
Utah State Board of Education (USBE)
Phone: 801-538-7500
Web: schools.utah.gov/departments
or schools.utah.gov/parent

Start Local
Local Education Agency (LEA) refers to public school districts and public charter schools (see page 2).

I have a CONCERN...

CONTACT
Your Student's Teacher

THEN
Principal or School Director

THEN
LEA Administration
(example: Superintendent, Executive Director, etc.)

THEN
LEA Board

Still unable to resolve your concern?
Contact the Public Education Hotline, or see Page 2 for additional resources.
PUBLIC EDUCATION HOTLINE
Email: audit@schools.utah.gov
Web: schools.utah.gov
Call: (801) 538-7813

 Utah State Board of Education
Internal Audit

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