

Remind Message History Request Guidelines

Message histories can be requested through the Remind application. There are two processes to do this: (1) Direct Request to Employee or (2) Request to District Remind Administrator. Below are guidelines for which process to use.

(1) Direct Request to Employee

School Administrators can request message history directly from an employee to discuss messaging best practices and as evidence of communication. Message history should **only** be requested if the issue is assisting a teacher that has asked for your input and support dealing with a message related issue. Examples include:

- A parent has stated that there has been no communication with a teacher. However, the teacher has been communicating using Remind.
- A student has complained that a teacher failed to inform them of an assignment. However, the teacher has been using Remind for assignment communications.
- Parents or students have complained that an extra-curricular activity's change of schedule was not communicated properly. However, the activity sponsor used Remind to update participants and/or parents.

(2) Request to District Remind Administrator

School administrators should request message history from the District Remind Administrator when the request involves an issue that could impact an evaluation, violates the teacher code of ethics*, violates support staff code of ethics*, or when the issue involves any criminal behavior.

*Relevant Policies and Statues are as follows:

- LCS Board PO4210.01 and PO3210.01
- Florida State Board of Education 6B-1.001
- F.S.231.28