



APPENDIX A: INCIDENT REPORTING FORM

I. REPORT

1. **Name of Reporter/Person Filing the Report:** _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Please leave above blank if you want to report anonymously)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____

Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

4. If student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. If you are a staff member, please indicate how you came to know about this incident. (Please attaché all revelant documents- copies of emails, notes, letters, etc.)

7. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

8. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

9. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

10. Signature of Person Filing this Report: _____ Date: _____

(Note: Reports may be filed anonymously.)

Please remember to attach all relevant prior documentation.

FOR ADMINISTRATIVE USE ONLY

11: Form Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____