



Region 16 Public Schools (PA 11-232 compliant)

Incident Intake/Report Form (rev. 8/30/18)

Today's Date: []

Verbal reports must be reported within one (1) school day to the Safe School Climate Specialist (SSCS).

A written report must be filed with the SSCS within 48 hours on this intake form.

Name of district employee who received the report: [] Position: []

Who reported the incident? Targeted Student/Anonymous/Parent/ District Employee/Bystander Date reported: []

Name(s) of alleged target child(ren) [] Grade(s) []

Name(s) of alleged perpetrator(s) [] Grade(s) []

Where did the incident occur? []

Date of Incident: []

At what time did the incident occur? [] : [] AM [] : [] PM

Description of the incident:

[]

Teacher/Employee response:

[]

To your knowledge, has this occurred more than once? [] Yes [] No If Yes, then how many times? []

Are there immediate physical safety concerns? [] Yes [] No

Signature of Employee reporting: []

Date: []

THIS SECTION IS FOR PRINCIPAL/SAFE SCHOOL CLIMATE SPECIALIST USE ONLY

Findings of investigation:

[]

Actions taken: []

Conclusion: []

Attach a copy of all letters (parent and otherwise) sent home, per PA 11-232, as needed, and send to the Safe School Climate Coordinator.

Did this incident appear to be sexual harassment? [] Yes [] No Bullying Verified [] Yes [] No If yes, send a copy of paperwork to Title IX District Coordinator.

Signature of Principal/Safe School Climate Specialist [] Date: []