



Today's Date

Incident Intake/Report Form (PA 11-232 compliant) (rev.7/2016)

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: 00/00/00

-----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

If yes, send a copy of paperwork to Title IX District Coordinator.

Signature of Principal/Safe School Climate Specialist _____ Date: