INCIDENT REPORT FORM

This report is to be completed as documentation of an incident involving a student, staff member, or visitor of ACS that occurs on ACS property or during an ACS event. Completed forms should be submitted to the building principal, ACS Superintendent, or ACS Superintendent designee. Direct contact with a parent/guardian must be made as soon as possible for incidents involving students.

Person completing report: _____ Staff _____ Student _____ Parent/Guardian
_____ Other __________________________ (enter relationship to school/system)

Name(s) of person(s) completing report: _______________________________________
_________________________________________________________________________

Date(s) and Time(s) of Incident: ______________________________________________

Location of Incident: _________________________________________________________

Description of Incident: _____________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
(leave back of form if more space is needed)

Names of witnesses: _________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Signature of person completing form ____________________ Date form completed

************************************************************************************OFFICE USE ONLY************************************************************************************

Completed form received by: ___________________________________________________

Date & Time form received: ___________________________________________________

Notes regarding Parent/Guardian contact (if applicable): __________________________

Administrative notes: _________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

November 2022