

**Public Schools (PA 23-167 complaint)
Incident Intake/Report Form** (rev 10/1/25)

Today's Date:

Verbal report must be reported within one (1) school day to the School Climate Specialist (SCS)

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

Name of district employee who received the report: Position: Date Reported:

Who reported the incident? Targeted Student / Anonymous / Parent / District Employee / Bystander

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 CLIMATE SPECIALIST USE ONLY -----

Findings of investigation:

Actions taken:

Conclusion

Attach a copy of all letters (parents and otherwise) send home, per PA 23-167, as needed and send to the School Climate Specialist (SCS).

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: