



Public Schools (PA 11-232 compliant)

Incident Intake/Report Form (rev.8/30/13)

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 Assistant Superintendent.

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: