**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:**