

## Incident Report

To submit an incident report regarding bullying, harassment, safety concerns, or potential fraud, please complete the form below, and email it to [dwhyte@heightscharter.com](mailto:dwhyte@heightscharter.com) or turn it into the front office.

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### Section 1: Your Information (Person Filing Report)

First Name:

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Last Name:

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Phone Number:

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Email:

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### Section 2: Incident Details

Date of Incident:

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Time of Incident (approximate):

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Location of Incident:

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Type of Incident (check all that apply):

☐ Bullying or Harassment

☐ Safety Incident

☐ Fraud

☐ Other (Please specify): 

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### Section 3: Parties Involved

Name(s) of person(s) who are the subject of this report:

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Name(s) of person(s) targeted or affected:

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Name(s) of any witnesses:

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### Section 4: Description of Incident

Please provide a detailed, factual description of the incident. Include what was said or done, the sequence of events, and any relevant context.