

Sample



Incident Report Form Anytown Adventist School

Date of Incident: _____ Time: _____

School: _____ Name of Classroom Teacher: _____

Name of student(s) involved: _____

Type of incident: _____ Was there an injury? Yes No

If there was an injury, describe the injury and treatment: _____

Describe in detail the incident, including where the incident occurred, names of witnesses, supervision at the time of the incident, and who was in charge of the activity:

Were the parents contacted? How? By whom? When?

Were there any special circumstances to this incident?

Teacher's Signature

Date

All serious incidents should be reported to the Local Conference Office of Education