

Student Incident Report Template

Please complete all applicable sections of this form as soon as possible after the incident occurs. Be objective and factual. Submit the completed form to the designated school administrator or incident response team.

Basic Information

Date of report: _____ Time of report: _____
Name of reporting staff: _____ Position / Role: _____
Contact information: _____

Student Information

Full name of student involved: _____ Grade / Class: _____
Student ID (if applicable): _____ Teacher / Advisor name: _____

Incident Details

Date of incident: _____ Time of incident: _____
Location: _____

Type of incident: ☐ Physical altercation
☐ Verbal conflict
☐ Academic misconduct
☐ Bullying or harassment
☐ Vandalism
☐ Safety violation
☐ Other: _____

Description of incident:

(Give an objective, detailed account of what occurred. Use additional pages if necessary.)

Individuals Involved

Other students involved *(if any):*

Name(s): _____

Staff / Witnesses involved *(if any):*

Name(s): _____

Actions Taken

Immediate action taken by staff: _____

Student removed from situation? ☐ Yes ☐ No

First aid administered? ☐ Yes ☐ No

Parents / Guardians notified? ☐ Yes ☐ No

If yes, by whom and when: _____

Administrative Follow-Up
(to be completed by Administrator)

Date reviewed: _____ Administrator name: _____

Recommended / Assigned disciplinary action (if any):

- ☐ Verbal Warning
- ☐ Parent Conference
- ☐ Detention
- ☐ Suspension
- ☐ Counseling Referral
- ☐ Other: _____

Notes or
comments

Name

Signature

Date

Reporting staff member: _____

School administrator: _____

Student (if required): _____

Parent / Guardian (optional): _____

DISCLAIMER

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