



Full name of student: \_\_\_\_\_ Date this was written: \_\_\_\_\_

Incident Form – Report for Investigation

Has your child informed an adult in the school of this incident? (please circle one) Yes or No

If yes, who did they inform? \_\_\_\_\_ -

If no, please ask your child to explain why they did not. (Record their answer here) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Please describe the incident as described to you by your child (details to include: when did it happen, where did it happen, what exactly happened, did anyone else see this happen, what did you do?)

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\_\_\_\_\_  
Please send this form in a sealed envelope, addressed to Mr. Leung, with your child with instructions to bring it to Marianna Cianelli, our Office Administrator.

Please emphasize to your child the importance of reporting incidents to an adult in the school. Those adults can be the supervisors outside, the classroom teacher, the office administrator, or myself (the principal) or any other staff adult at school they trust.

Please encourage your child to come to school the next day and report this incident to one of the adults listed above...as soon as they step foot in the school.

Please note that while this form is confidential, it will be seen by any people the principal needs to help investigate this incident. The principal will contact you at an appropriate time.