

**INCIDENT REPORT FORM**  
*( Incident Report Form for Use by Parents, Students and Community Members)*

**Reporter (Person Filing the Report)**

Date Filed: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to the student *(parent/guardian, fellow student, community member, etc.)*:  
\_\_\_\_\_

I prefer to remain anonymous. *(The district will investigate all alleged incident, but it is more difficult to follow up on anonymous reports.)*

***If you have witnessed or have knowledge of more than one incident, please provide information on all incidents. Please feel free to use multiple forms or attach additional pages if necessary to report all related incidents.***

Did you witness this incident?  Yes  No

If no, provide the specific information as to how you found out about this incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Incident**

1. Date and time the incident took place: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
*(If the exact date and time are uncertain, provide an approximate date and time.)*

2. Where did the incident take place? *(Be as specific as possible. For example, instead of "the middle school," specify "the sixth-grade section men's bathroom at the middle school.")*  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide as much of the following information as possible for each student who was the target of the incident:

Name of Targeted Student	Grade Level	School of Attendance
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Name of Targeted Student	Grade Level	School of Attendance
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Name of Targeted Student	Grade Level	School of Attendance
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## INCIDENT REPORT FORM

4. Please provide as much of the following information as possible for each student who was engaging in the behavior:

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Name of Subject of Report	Grade Level	School of Attendance
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Name of Subject of Report	Grade Level	School of Attendance
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Name of Subject of Report	Grade Level	School of Attendance
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5. List the names of others who witnessed or may have witnessed the incident: \_\_\_\_\_

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6. Please describe the incident. *(Include as much detail as possible. Do not "clean up" anything that was said or done. If inappropriate language or gestures were used, include the exact language and describe the exact gesture used.)* \_\_\_\_\_

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7. Is there any other information you believe is relevant for the district to know when investigating this incident? \_\_\_\_\_

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*This report should be accompanied by any applicable evidence that an incident occurred, such as copies of notes, e-mails or photos. If the incident includes sexting, nudity or inappropriate images of a minor, please do NOT copy, download or further distribute the images! Instead, show the evidence to the principal immediately so that appropriate action can be taken.*

A copy of this form should be submitted to:

**Brandon Martin**

Email: [bmartin@bssd.net](mailto:bmartin@bssd.net)

Fax: (816) 224-1344

\*Please call Dr. Brandon Martin at (816) 874-3441 to confirm your form has been received.

***Once received, this form will be forwarded to the appropriate staff member for further action.***