

Dougherty

County School System

PURSUING EXCELLENCE

Student Incident Report Form

Instructions to Principal: The original of this report shall be placed in the school files and one copy submitted to the Administrative Assistant, Superintendent's Office no later than the day following the incident.

Student Name:

Home Address:

School:

Grade:

Date of incident:

Time of incident:

Location of incident:

Nature of incident:

Action Taken (specific details):

Who observed the incident:

Name(s) of teacher(s) responsible for supervision of student:

Parent Contacted? Yes No

Method of Contact: Phone (number)

Note

Teacher Completing Report:

Principal's Signature

Date