Newtown Public Schools (PA 11-232 compliant)

Incident Intake/Report Form (rev.8/30/13)  

Today’s Date: 

Verbal reports must be reported within one (1) school day to the Safe School Climate Specialist (SSCS). 
A written report must be filed with the SSCS within 48 hours on this intake form.

Name of district employee who received the report: ____________________________ Position: ____________________________

Who reported the incident?  Targeted Student/Anonymous/Parent/ District Employee/Bystander  Date reported: ____________________________

Name(s) of alleged target child(ren) ____________________________ Grade(s) ____________________________

Name(s) of alleged perpetrator(s) ____________________________ Grade(s) ____________________________

Where did the incident occur? ________________________________________________

Date of Incident: _________  At what time did the incident occur? ______: ______ AM  ______: ______ PM

Description of the incident:

Teacher/Employee response: ________________________________________________

To your knowledge, has this occurred more than once?  Yes ☐  No ☐  If Yes, then how many times? ____________________________

Are there immediate physical safety concerns?  Yes ☐  No ☐

Signature of Employee reporting: ____________________________ Date: ____________________________

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THIS SECTION IS FOR PRINCIPAL/ SAFE SCHOOL CLIMATE SPECIALIST USE ONLY---------------------------------------------------------------

Findings of investigation:

Actions taken: ________________________________________________

Conclusion: ____________________________

Attach a copy of all letters (parent and otherwise) sent home, per PA 11-232, as needed, and send to the Assistant Superintendent.

Did this incident appear to be sexual harassment?  Yes ☐  No ☐

If yes, send a copy of paperwork to Title IX District Coordinator.

Signature of Principal/Safe School Climate Specialist ____________________________ Date: ____________________________