

GREENVILLE PUBLIC SCHOOL DISTRICT

INCIDENT REPORT

The purpose of this report is to provide the administrator with an efficient approach to assessing and resolving situations. Incident reports must be completed on the same day that the incident occurs.

Please print using black or blue ink.

REPORTING PERSON: _____ POSITION: _____

DATE OF REPORT: _____ DATE: _____

PERSON FILING REPORT SHOULD COMPLETE ITEMS 1-6 BELOW

1. WHO (PERSONS INVOLVED): _____

2. WHAT (TYPE OF INCIDENT): _____

3. WHEN: _____

4. WHERE DID INCIDENT OCCUR: _____

5. WHY IS THIS REPORT BEING FILED? _____

6. WITNESSES: _____

REPORT NARRATIVE (WRITTEN ACCOUNT OF WHAT HAPPENED)

ADMINISTRATIVE ACTION:

BUILDING ADMINISTRATOR

DATE