DaVinci Academy Incident Report

Name: _____ Date: _____

Reporting: □ suicide threat, □ bullying incident, □ harassment incident, other _____

Date: _____ Location of incident: _____

- Please describe what happened to you or what you saw as a witness.
- Please tell the truth and report all of the facts and details as you know them.
- Include: WHO, WHAT, WHERE, WHEN AND WHY in your account.
- This document may be used by the school or by the police to investigate incidents.

Write your version of what happened:

Write the names of witnesses to this incident: (Use the back of this form is necessary)

_____

Parent Notified: □ Yes When and How: _____

Administrator's signature: _____ Date: _____