

**EAST ALLEN COUNTY SCHOOLS
INCIDENT REPORT**

**The information in this report is a communications tool (work product)
between the principals/schools and the Superintendent.
It is CONFIDENTIAL and should not be shared.**

**The incident report form is to be completed as informal and immediate documentation of an incident
which is out of the ordinary: serious injuries, accidents, student incidents, etc.
The goal is to get immediate information to the superintendent.**

School or Location	
Date of Incident	Time of Incident
Area in the building (i.e. main hallway, boys locker room, etc.)	
Brief Description:	
Name/Grade of Student(s) Involved:	Parent(s) Name(s):
Address:	Phone Number(s):
Witness(es)	Position in School (teacher, custodian, parent, etc.)
Notifications:	Yes (Y) No (N) Pending (P)
Parents/Guardians	
Police	
CPS	
Was First Aid Rendered	

Submitted by:	
Date:	