

Second Mesa Day School

STUDENT INCIDENT REPORT FORM

Student Name: _____ Grade: _____ Teacher/Homeroom: _____

Date: _____ Time: _____ Location: _____

Reported By: _____

Other Students Involved: _____

Witnesses: _____

1. INCIDENT TYPE (CHECK ALL THAT APPLY)

- | | | | |
|--|---|--|--|
| ☐ Physical Aggression | ☐ Verbal Conflict | ☐ Disruption | ☐ Defiance/Refusal |
| ☐ Leaving Area Without Permission | ☐ Property Damage | ☐ Technology Misuse | ☐ Harassment/Bullying Concern |
| ☐ Unsafe Behavior | ☐ Inappropriate Language | ☐ Theft | ☐ Other: _____ |

2. INCIDENT DESCRIPTION *Use observable, specific language. Briefly describe what happened.*

What happened before the incident? (Antecedent / Trigger)

What happened during the incident?

What happened after the incident? / Student response

3. IMMEDIATE ACTION TAKEN

- | | | | | |
|--|--|---|---|--|
| ☐ Redirection | ☐ Student conference | ☐ Change of seat/location | ☐ Removed from activity | ☐ Office referral |
| ☐ Parent/guardian contacted | ☐ Nurse/health office | ☐ Counselor/Behavior support | ☐ Restorative conversation | ☐ Other: _____ |

4. SAFETY / FOLLOW-UP

Was anyone injured? ☐ Yes ☐ No

If yes, details: _____

Was medical attention needed? ☐ Yes ☐ No

If yes, details: _____

Parent/Guardian Notified? ☐ Yes ☐ No

Time/Method: _____

Administrator Notified? ☐ Yes ☐ No

Additional follow-up needed? ☐ Yes ☐ No

If yes, please describe: _____

5. OUTCOME / RECOMMENDATION

Any consequence, support, next steps, or recommendation for the team.

Reporting Staff Signature: _____ Date: _____

Received By: _____ Date: _____

For school documentation purposes. Please write clearly and use factual, observable language.