



INCIDENT REPORT FORM

A person may notify the District of an Alleged Incident (“abuse” or “neglect”, as defined in the Texas Family Code) occurring in a Self-contained Classroom or Other Special Education Setting where video/audio surveillance is in effect by completing an Incident Report form and providing it to the campus principal. The person making the Incident Report should be as specific as possible regarding the date, time, and location of the suspected abuse or neglect, should include any witnesses, and should describe the suspected abuse or neglect as clearly as possible. The Incident Report should be provided to the campus principal as soon as possible, and if at all possible, within 48 hours after the reporter becomes aware of a suspected incident.

Contact Information:

Name: _____

Home phone: _____ Mobile phone: _____

E-mail address: _____

Mailing address: _____

Description of Alleged Incident:

Date(s) of alleged abuse or neglect: _____

Time(s) of alleged abuse or neglect: _____

Location(s) of alleged abuse or neglect: _____

List any witness(es): _____

Describe the abuse or neglect as clearly as possible, including names of individuals involved and any District policy or law you think may have been violated. (Attach additional pages if more space is needed.)

Signature: _____

Date: _____

Print Name: _____

For Office Use Only:

Date Received: _____

Received by: _____

Signature of Designated District Coordinator: _____