

WILLIAM FREMD HIGH SCHOOL

INCIDENT REPORT

(To be completed by student)

Student Name (please print): _____

Student ID #: _____

Date(s) & time(s) of incident(s): _____

Location(s) of incident(s): _____

Names of witnesses (students, staff, other):

Names of individuals (other than yourself)
involved in this incident:

On the lines below, please write a clear, truthful and accurate description of what happened.

(please turn sheet over and continue on other side)

(continued from previous side)

In your opinion, who or what is the cause of this incident?

To what extent, if any, were you responsible for this incident?

If you could change the way you personally handled the situation, what would you do differently?

What do you expect to happen to correct or resolve the situation?

Please complete a narrative of the incident on the other side of this page.

Signature of Student Completing Report Date

Signature of Administrator Receiving Report & Title Date