

Park School Incident Report Form

Instructions : employees should use this form to report all work related incidents, including but not limited to, instances of alcohol or drug use, discrimination, harassment, theft, and violence and/or any other behavior that would be detrimental to the education of students. This helps us to identify and correct workplace problems. This form should be completed and returned to an administrator as soon as possible.

Nature of incident being reported (ex. Drug use, harassment, theft, etc.):

Your name:

Job title:

Have you told your supervisor about this:

Incident date:

Time of incident:

Name of witnesses (if any):

Where, exactly, did the incident happen?

What were you doing at the time?

[illegible]

Your Signature: _____ Date: _____