



Confidential District Incident Report

The Confidential District Incident Report (CDIR) System is used to document all accidents/incidents that occur on district property. Please use the system for any accident/incident when:

- A substantial injury has occurred
- School facilities or equipment are involved
- Paramedics are called
- Alleged district negligence
- Injury due to an unlawful act
- Human bite

The CDIR is an internal district form. The form is confidential and its contents are not to be shared or given to any persons who are not district employees and/or their legal representatives. *This includes parents of students.*

Information contained in the CDIR may include personal information regarding others that is unlawful to release. The form is an attorney/client privilege work product. If requested to release the form, please refer the requestor to Fiscal Services, (714) 424-5005.

The person with the most knowledge of the accident/incident should complete the CDIR.

Additional information may be attached in the system as necessary.

Using the CDIR System

The link to the [CDIR system](#) can be found on the [Property and Liability Services page](#) of the district website.

Complete the following steps:

- Click “New Report”
- All boxes are required to be filled out
- “Person in charge at the time of the accident” will always be the site Principal or department Director
- Click “Submit Report”

The system will automatically send an email notification to the Principal/Director to acknowledge the report. Any acknowledger can add additional acknowledgers.

The report can be edited after submittal by returning to the report and clicking “Add Addendum/Correction” at the bottom of the page.

Please contact Fiscal Services with all questions and concerns, (714) 424-5005.