



## Lower Merion School District Report of Incident

Complete this form if you have information regarding an incident of concern. Please type or print clearly. Use reverse side or attach pages if additional space is needed.

BACKGROUND INFORMATION				
NAME OF INDIVIDUAL REPORTING INCIDENT:				
I AM A... <input type="checkbox"/> STUDENT <input type="checkbox"/> TEACHER <input type="checkbox"/> SUPPORT STAFF <input type="checkbox"/> OTHER (SPECIFY):				
BUILDING (WHERE INCIDENT IS REPORTED):				
WHO IS INVOLVED?				
<b>WHO</b> is ENGAGING in the concerning behavior? List names, grade (if known), and position (e.g., student, teacher, coach, etc.).				
<b>WHO</b> is the TARGET or VICTIM of the concerning behavior? List names, grade (if known), and position (e.g., student, teacher, coach, etc.).				
WHAT HAPPENED?				
<b>WHERE</b> did the incident(s) occur? Be as specific as possible (e.g., classroom number, hallway/floor, cafeteria, playground, bus)				
<b>WHEN</b> did the incident(s) occur? Be as specific as possible including both date and time.				
Describe in detail <b>WHAT</b> happened.				
Were there any <b>WITNESSES</b> ? <input type="checkbox"/> Yes or <input type="checkbox"/> No. Provide their name(s) and contact information.				
List and attach any additional evidence of the concerning behavior (e.g., letters, texts, emails, photos, etc.)				

**Administrative Regulation 235-2  
Attachment E**

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Have you completed an incident report form or otherwise reported bullying or harassment by this person before?

☐ **Yes** or ☐ **No**

If so, when (note each time if multiple times)? \_\_\_\_\_

To whom did you make or submit your report(s)? \_\_\_\_\_

**PLEASE USE THE SPACE BELOW TO PROVIDE ADDITIONAL INFORMATION IF NEEDED**

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**I agree that the information I provided above is true, accurate, and complete.**

PRINT NAME and DATE

SIGNATURE

**This report will be investigated in a timely manner. If you fear that you or another individual is in IMMEDIATE danger, contact a principal, assistant principal, guidance counselor, or the police.**

**FOR OFFICE USE ONLY**

School/Building

Date

Investigator's Name/Title

Incident #

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Finding