

# Inter-Lakes Cooperative School District Reporting Flow Chart

**Assistance**  
**ILES:** Principal, Assistant Principal, Student Services Coordinators (starting July 2024)  
**ILMHS:** Principal, Dean of Students/Operations  
**SCS:** Principal

**Student Aggression Toward Adult Occurs**  
**Immediately report to School Administration**

**Were you injured?**  
**YES                      NO**

**EMPLOYEE**

**CONTRACTED SERVICE PROVIDER, VOLUNTEER or VISITOR**

**EMPLOYEE, CONTRACTED SERVICE PROVIDER, VOLUNTEER or VISITOR**

- Complete**
1. Worker's Compensation First Report of Injury
  2. Student Violence Incident Report
  3. Restraint and Seclusion Form (if CPI protocols were implemented)

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- Submit to Building Principal within 24 hours:**
1. Completed First Report of Injury Form
  2. Completed Student Violence Incident Report
  3. Restraint & Seclusion Form (if completed)

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**Building Principal notifies Human Resources Generalist & Director of Student Services**

**Human Resources Generalist notifies Superintendent**