



Tumwater School District
621 Linwood Ave SW
Tumwater, WA 98512

Secondary Safety

Incident Reporting (Grades 6-12)

*Please use this form to report any incident that you want the school to be aware of
... **bullying / harassment ... theft ... weapons ... drugs ... fighting ... peer conflict ... other safety concerns**
This form may be completed by a student, staff member, parent, volunteer, or community member.*

Today's Date: _____

Your Name: _____ I wish to remain anonymous.

Student's Name: _____ Grade: _____ School: _____

Please describe the incident you are reporting ... Be as detailed as possible *(Include date/s, time/s, location/s, names of others involved, etc)*

Were there any witnesses? No Yes *(If yes, please provide their name/s)* _____

Would you like us to contact you directly? No Yes *(If yes, please provide your contact information)* _____

If you are reporting for your student, may we contact your student directly? No Yes *(Please know, we'll be as discreet as possible)*

Is there any additional information you think the school needs to know? _____

Student Signature: _____

Important Note: We do not disclose the name(s) of our sources. We are sensitive to the confidentiality concerns of parents and students. As we begin our investigation, there is a possibility that the aggressor(s) may think they have figured out who reported the incident. If you or your student experiences retaliation, it is important that you contact your student's administrator so that s/he is able to appropriately handle the situation. ***Thank You for reporting!***

For School Office Use Only – Send one copy to the District Office Compliance Coordinator

Date Report Received: _____ Received By: _____

If there is an allegation of HIB, there must be a follow-up report completed on the interview form, even if the allegation is not substantiated. Copies of both forms must be forwarded to the District Office.