

DASA Material Incident Report

Name _____ Today's date: _____

Where did this incident take place? _____

When did this take place? _____

Who was there? _____

Who participated in the situation?

What happened?

What was your response?

What would you like to see changed as a result of this report and investigation? What is a possible resolution?

Signature: _____

Office use only

Material incident report received by _____ (name)
on _____ (date)

Initial categorization:

- ☐ harassment
- ☐ discrimination
- ☐ other

Next steps

- Investigate:
 - ☐ Interview the following people:

 - ☐ Other (review video, etc.) _____
- Render decision by _____ (date within 3 weeks)
- Decision and recommendations:
 - ☐ 88
 - ☐ disciplinary referral
 - ☐ mediation
 - ☐ other
- Decision reported to :
 - ☐ DASA team
 - ☐ complainant
 - ☐ perpetrator
 - ☐ principal
 - ☐ superintendent