



INCIDENT REPORT

(Confidential--For School/District Recording Purposes Only)

This report must be completed whenever contacting law enforcement, Department of Children and Family Services, paramedics, or fire department in response to school related incidents. This report must also be completed for any major incident or disturbance (e.g. lockdown, student demonstration, vandalism, power outage). A copy of this report will be kept at the school site and in the Student Services Department. The Superintendent may use this information to inform the Board of Education. After completing this report, the document should be printed, signed, and emailed to the following District Administrators:

- 1) Superintendent
- 2) Assistant Superintendent
- 3) Student Services Director
- 4) Secondary Director (Secondary Schools Only)
- 5) Elementary Director (Elementary Schools Only)

School		Date of Report	Time of Report
Name and Title of Person Completing Report →	Name	Title	Phone#
Date of Incident	Time of Incident	Location of Incident	

LIST NAMES OF PARTIES INVOLVED (indicate if person is a student, teacher, parent, etc.)

Was law enforcement or another agency involved? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which agency or department?	Did the incident involve suspected child abuse? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, was a suspected child abuse report made to Sheriff's Dept. or Dept. of Children and Family Services? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

BRIEF DESCRIPTION OF INCIDENT (attach additional sheets if necessary)

LIST NAMES OF WITNESSES (indicate if person is a student, teacher, administrator, etc.)

DESCRIPTION OF ACTIONS TAKEN BY SCHOOL AND PROPOSED FOLLOW-UP (attach additional sheets if necessary)

REPORTED TO LUSD DISTRICT DEPARTMENTS EMERGENCY AGENCIES (ONLY IF APPLICABLE):	LIST NAME OF CONTACT
Educational Services Department	
Student Services Department	
School Security Department (24hr. Dispatch) (310) 886-1440	
Sheriff's Department (323) 568-4800 (Must contact if crime is committed)	
Department of Children and Family Services (24hr. Child Protection Hotline) (800) 540-4000	
Secondary Education	
Elementary Education	
Human Resources Department	
Special Education Department	
Equity Department	
LUSD Risk Management Department (310) 886-1455	
Other Emergency Agencies Contacted (Fire, Paramedics, etc.) 1. _____ 2. _____ 3. _____	

Signature of Person Completing Report

Date Report Signed

NOTE: A SEPARATE CONFIDENTIAL SCHOOL ACCIDENT REPORT MUST ALSO BE COMPLETED AND FILED WITH RISK MANAGEMENT DEPT. FOR ALL INCIDENTS OR ACCIDENTS INVOLVING INJURY TO STUDENTS, STAFF, OR VISITORS.