

Forms – Incident Reports (Administrators)

Incident reports are required whenever a student/adult is Baker Acted, arrested/issued NTA, transported off campus, and incidents involving weapons, threats towards others (TATER), Suicide Risk Assessments, Administrative Hearings, and/or items that could generate substantial community and/or press attention. Only Administrators can submit Incident Reports.

School Administrator – Creates and submits the Incident Report to the District.

The District – Reviews the Incident Report and determines if additional action or follow-up is needed.

Make sure you are logged in under the correct school.

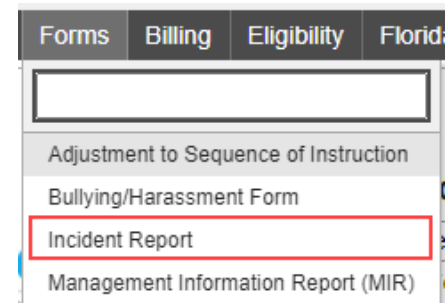
An Incident Report must be completed the SAME DAY of the event.

All Incident Reports are to be submitted to the District for review.

Minor medical injuries are to be documented using the Management Information Report (MIR).

Accessing Incident Reports

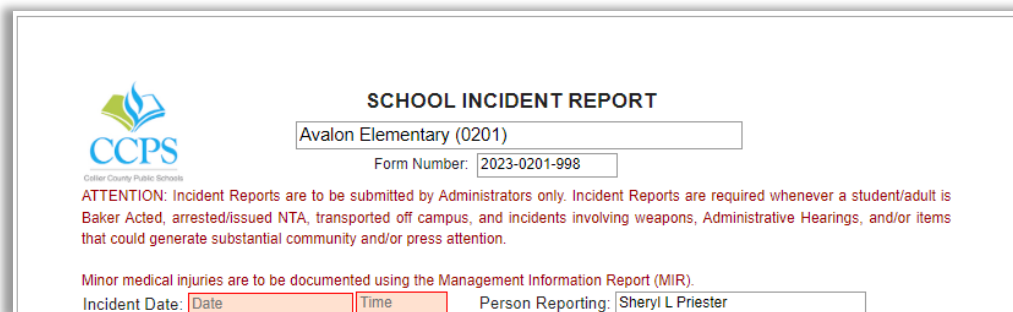
1. Click the Forms tab.
2. Select Incident Report.
3. A blank incident report form will be displayed.



Creating an Incident Report

From the incident report screen:

1. Select the Incident Date and Time.
2. The Person Reporting field will default to the individual logged in to FOCUS.



3. Add the individuals involved.

Add a Student –

- a. If the student(s) involved are enrolled outside of your school, select the school(s) from the drop-down.
- b. Select the student(s) involved.
- c. Once you select the student, the birthdate, age, and grade fields will default.
- d. Select the Parent Notified.

Note: The drop-down is populated with contacts assigned the legal custody flag under addresses and contacts.

- e. Repeat as needed.

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Add a Non-Student –

- a. If the incident involves a non-student, complete the non-student section.

Individual(s) Involved:					
Student(s): If student(s) involved are enrolled outside of your school, select school(s)					
	First and Last Name and Student ID	Birth date	Age	Grade	Parent Notified
1	Select One				Select One
2	Select One				Select One
3	Select One				Select One
4	Select One				Select One
5	Select One				Select One
6	Select One				Select One
7	Select One				Select One
8	Select One				Select One

Non-student, if Applicable:

Last Name: First Name: Race: Gender:

Last Name: First Name: Race: Gender:

4. Proceed with completing all applicable sections of the Incident Report form. Required fields are highlighted in red. All other fields are optional and not required.

- a) Enter the Incident Description.
- b) Enter if there are injuries. If so, was a MIR and/or medical attention applicable? Check all that apply.
- c) Action Taken by Administration (school). Check all that apply and enter the description.

Incident Information:	
Incident Description:	
Injuries:	
☐ Medical attention required	☐ MIR (Management Information Report)
Injury Description:	
Action Taken By Administration:	
☐ ISS	☐ OSS
☐ Behavior Agreement	☐ Administrative Review will be scheduled
☐ Suicide Risk Assessment	☐ FL Threat Management Completed (SSS)
☐ Title IX procedure followed	
Administrative Action Description: Must include number of days when assigning ISS/OSS	

- d) Action Taken by Authorities or Notification. Check all that apply and enter the description.
- e) Was anyone notified? Enter and/or check all that apply. Note: All fields are not required.

Authority Actions/Notification:	
☐ Authorities (law enforcement, EMS, DCF) notified	
Notifications: Include the name(s) of all authorities notified (YRD and/or Sgt.)	
*Select OTHER if notified party is not listed OTHER Name:	
☐ Citation or Fine	☐ (NTA) Notice to Appear
☐ Transported off campus	☐ Arrested on Campus (school-related)
☐ Police Report (information only)	☐ Arrested Off Campus
☐ Baker Acted	
☐ Case Number	
Authority Action Description:	
Additional Information:	
Person Submitting:	
Synopsis:	

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Attaching Items to the Bully/Harassment Report (i.e. witness statements)

If needed, upload a file of additional documentation at the bottom of the screen under the Misc section.

1. Click the Select button to select a file from your computer or drag a file from your computer into the file box.

Note: If you forgot to attach a file to your incident report, you can pull up the submitted report under the history tab and proceed with attaching the file. An error message will NOT display if you attempt to submit a form without uploading a file.

2. If desired, enter a comment in the text box and Click Post.

Saving an Incident Report without Submitting

You can save the Incident Report without submitting it to the District. For example, if there is additional information that needs to be gathered and included in the Incident Report.

1. Click the green Save Draft button.



2. The screen will spin and eventually stop which indicates that the form has saved. There is no message that displays.
3. The Incident Report will be saved under Drafts tab with current date as the title.

Title	
07/25/2019	View
01/16/2020	View
08/09/2020	View
08/09/2020	View

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Editing a Saved Incident Report

Your saved Incident Report will appear under the Drafts tab with the saved date as the title.

1. Click the Drafts tab.
2. Locate the Incident Report.
3. Click the View button to the right of the Incident Report.
4. The Incident Report will be displayed in the middle of the screen.
5. Edit as needed.

Note: Only saved Incident Reports can be deleted. Click the red arrow to delete the Incident Report.

Title	
07/25/2019	View
01/16/2020	View
08/09/2020	View
08/09/2020	View

Submitting an Incident Report

Once the Incident Report form is completed, you must submit it to Student Relations (District) for review.

1. Click the blue Submit Request button at the top or bottom of the form.

Note: If required fields have not been completed, a message will display and the Incident Report will not be submitted until the information is entered.

Once the Incident Report has been successfully submitted, the submitted successful message will display and an email notification will be sent to the Director of Student Relations.

Your form has been submitted.

Printing an Incident Report

Once you submit an Incident Report, you can print a copy as needed. For example, alternative packets, legal purposes, etc.

From the confirmation screen:

1. Click the print button.

Your form has been submitted.

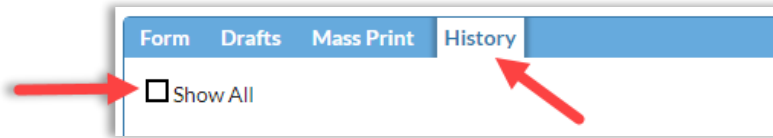
Print Start New Request

Viewing an Incident Report Submitted

To View a list of incident reports you have submitted:

1. Click the History tab on the Incident Report screen.

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The History tab displays all the forms you have submitted and each form's approval status. Depending on your profile permissions, you may be able to see the history of all the forms (Show All checkbox) submitted at your school(s).

InstanceID	RequestTitle	ApprovalStatus	student_birthdate5	student_grade4	student_grade3	student_grade2	student_age6	student_age5	stude
1256216	02/26/2024	Approved							
1256188	02/20/2024	Approved							
1254675	02/26/2024	Approved							
1253228	2023-0521-991	Approved			02	02			

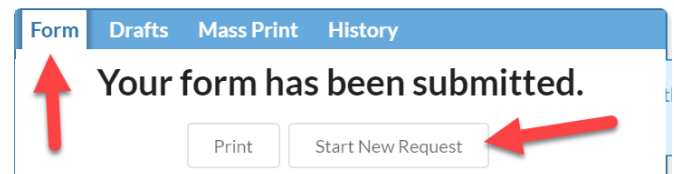
Editing / Deleting a Submitted Incident Report

Notify Rachel Dawes (dawesra@collierschools.com) of any Incident Reports that may have been created in error. Administrators may not delete Incident Reports once submitted.

Starting a New Incident Report

From the Form tab:

1. Click the Start a New Request button.
2. A blank Incident Report form will display.



OR



Note: To discard the form and start a new draft, click Start New Draft at the top or bottom of the screen. Any information you entered will be discarded, and a new, blank form will be displayed.