



ADMINISTRATIVE MEMORANDUM

INCIDENT REPORTS | 3001.4

An incident report should be filed for any event or situation that occurs outside the daily routine. Incident reporting serves as a way to disseminate information to all concerned parties in an efficient manner, to mobilize support, and to facilitate official recordkeeping. Incident reports are distinct from Mandatory Student Conduct Reporting requirements.

Incidents shall be reported in accordance with the following procedures:

1. The principal or designee shall report the incident immediately via telephone to the Assistant Superintendent for District Operations. The incident should then be recorded by submitting an online Incident Report form within three days of the occurrence.
2. Follow-up reports should be submitted if new or additional information becomes available.
3. Incident reports will be reviewed and maintained by the Assistant Superintendent for District Operations. The Assistant Superintendent for District Operations will inform the Superintendent of all incidents and copy the appropriate central office personnel where necessary.

For some incidents, administrators are also required to submit other appropriate forms (e.g., Mandatory Student Conduct Reporting, Theft Report, Employer's First Report of Injury). The Incident Report form does not take the place of other required reports.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.