

STUDENT/EMPLOYEE INCIDENT REPORT FORM

1. Employee Name _____
(Last) (First)
School _____
2. Job Title _____ 3. Phone (Home) _____
4. Home Address _____
(Number & Street) (City) (State) (Zip)
5. Date of Incident _____ 6. Time _____ a.m./p.m. (Circle)
7. Location (e.g., lunchroom, hallway, playground) _____
8. How did the incident occur? Please describe what happened in as much detail as possible. Describe specifically the particular task or activity being performed at the time of the incident. Attach a statement if more room is necessary.
- _____
- _____
- _____
- _____
- _____
9. Did you sustain any injuries? _____ Yes _____ No
Was medical attention required? _____ Yes _____ No
If you were referred, to whom were you referred? _____
10. If yes, describe your injuries _____
11. Does this case involve a student or an adult? _____
12. Did the incident take place on school premises? _____ Yes _____ No
13. Did the incident take place away from school premises, but on official school business? _____ Yes _____ No
14. Perpetrator _____ R/S _____ DOB _____
Perpetrator Address _____ Phone _____
Parent _____ (If Juvenile)
Is Perpetrator _____ Staff _____ Student _____ Other (Visitor, etc.)

15. If a police report was taken, Report # _____ Police Agency _____

16. Was the perpetrator arrested for this incident? ____ Yes ____ No

If yes, agency that made arrest _____

17. If this incident is determined to be an assault in the first, second, third or fourth degree:

_____ Yes, I wish to press formal charges. (Incident must be reported to Security and Investigations at 485-3121.)

_____ No, I do not wish to press formal charges at this time.

18. _____ (Signature of Staff Member) _____ (Date)

_____ (Signature of Principal) _____ (Date)

The completed and signed form should be faxed to:
Compliance and Investigations – Fax 485-3593 (For informational purposes ONLY.)
Workers Comp Unit – Fax 485-6256
Security and Investigations – Fax 485-3207

To be completed by the investigator:

_____ This incident meets the legal requirements for an assault.

_____ This incident does not meet the legal requirements of an assault in the Commonwealth of Kentucky.

_____ This incident does not meet the legal requirements of an assault in the Commonwealth of Kentucky, but falls under the following felony, misdemeanor, or violation: _____

_____ The employee does not wish to press formal charges at this time.

_____ The employee has chosen to file a petition against the student.

_____ The employee was assisted in filing a petition on _____

Investigator's Signature _____

Date of investigation _____

Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities

Revised 11/9/04

