## Highland School District #305 INCIDENT REPORT

Employee/Student:	
Date and Time of Incident	
Where Did The Incident Occur?	
Describe in detail the Incident:	
List any witnesses who were present:	
Papartad To:	Date:
Reported 10.	Date
My signature below verifies that the inform to the best of my knowledge and belief.	nation I have provided is true, accurate, and complete
Complainant's Signature	 Date

Return to Building Principal, Supervisor, or Superintendent

## Highland School District #305 WITNESS DISCLOSURE FORM

My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.  Witness Signature  Date  Return to Building Principal, Supervisor, or Superintendent  OFFICE USE:	Name of Witness:		
Description of Incident Witnessed:    Description of Incident Witnessed:	Position of Witness:		
My signature below verifies that the information I have provided is true, accurate, and complete to the best of my knowledge and belief.  Witness Signature  Date  Return to Building Principal, Supervisor, or Superintendent  OFFICE USE:	Date and Time of Testimony/Interview:		
to the best of my knowledge and belief.  Witness Signature  Date  Return to Building Principal, Supervisor, or Superintendent  OFFICE USE:	Description of Incident Witnessed:		
to the best of my knowledge and belief.  Witness Signature  Date  Return to Building Principal, Supervisor, or Superintendent  OFFICE USE:			
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OFFICE USE:	Witness Signature	Date	
	Return to Building Principa	l, Supervisor, or Superintendent	
Received by Date:		_	
Signature and Title		Date:	

## INCIDENT STATUS REPORT

Is the Incident Resolved?	Yes	No	
Explain:			
	_		
Further Action:			
Reviewed By:		Date:	

## Highland School District #305 FORMAL COMPLAINT FORM

Highland School District maintains a policy for prompt resolution of any complaint presented to a district administrator, supervisor, or Board Member. If you have been unsuccessful in resolving a complaint at the informal level and you wish your complaint to be addressed through this complaint procedure, please complete the following information regarding the complaint:

Complainant Name:		
Home Address:		
Work Address:		
Home Phone:	Work P	Phone:
Type of Complaint: _		
		ion including date, time, location, arate page if more space is needed.)
Did you discuss this	complaint with the person at the i	nformal level? Yes No
If so, where and whe	n did that discussion occur?	
My signature below to the best of my known		re provided is true, accurate, and complete
Complainant Signatu	ire	Date

Return to Building Principal, Supervisor, or Superintendent. Attach all pertinent forms: Incident Report Form, Witness Disclosure Form, Status Report Form