Initial Misconduct Report

For Use by Principals and School Administrators

SECTION 1: BASIC INFORMATION

Building Name:	
Name of Reporting Principal/Administrator:	

SECTION 2: SOURCE OF ALLEGATION

Reported By:

☐ Student ☐ Staff Member ☐ Parent/Guardian ☐ Anonymous ☐ Other: _____

Name of Reporter (if known):	
Relationship to School:	
Date Misconduct was Reported:	____/____/_____
Time Misconduct was Reported:	____:____

SECTION 3: ALLEGATION DETAILS

Date/Time Misconduct Allegedly Occurred (if known):	
Location of Alleged Misconduct:	
Type of Alleged Misconduct:	☐ Student Misconduct ☐ Employee Misconduct ☐ Other: _____
Individuals Allegedly Involved (Names and Roles, if known):	

Brief Summary of the Allegations:

_____

_____

_____

SECTION 4: INITIAL ACTIONS TAKEN

☐ Immediate safety concerns assessed and addressed.

☐ Law enforcement or mandated reporting agency notified (if required).

☐ District administration consulted (if applicable).

☐ Witnesses or additional evidence identified.

☐ Investigation initiated.

Notes:

_____

_____

SIGNATURE

Principal/Administrator Signature:	
Date:	____ / ____ / _____