Witness Statement Form

Name of Witness: _____ **Age of Witness:** _____
Date of Statement: _____ **Time of Statement:** _____
Location: _____
Principal/Staff Receiving Statement: _____

Instructions for Witness:

Please write a detailed account of what you saw or heard in your own words. Be as specific as possible about:

- What happened
- When it happened (date/time)
- Where it occurred
- Who was involved
- What you observed or heard directly

If you are dictating this statement, it will be read back to you for accuracy, and you will have the opportunity to correct or clarify before signing.

Incident Date: _____ **Incident Time:** _____

Incident Location: _____

Statement:
(Attach additional pages if necessary)

Review and Acknowledgment

☐ I wrote this statement myself.

☐ I dictated this statement to the principal/staff member listed above.

I have reviewed the above statement for accuracy. Any changes or corrections have been initialed. I confirm that this is a truthful account of what I observed or heard.

Witness Signature: _____
Date: _____

Principal/Staff Signature (if dictated): _____
Date: _____

Corrections/Edits: (Initial each correction on the statement and note total number of edits here)
Total Edits: _____