

**MANCHESTER PUBLIC SCHOOLS
UNUSUAL INCIDENT REPORT – CONFIDENTIAL**

NOTE: *The Unusual Incident Report is to be completed whenever any incident at your school involves:*

- Injury to students, staff or visitors
- Law enforcement involvement or fire department response
- Potential for media attention
- Suspensions with the potential of expulsion, and/or
- Any incident which the administrator deems necessary for CO attention

Procedure for this form:

1. This form should be completed only by an administrator and should be completed in full. Include only information which you personally know first-hand.
2. Indicate any other relevant information or witnesses in the “comments” section.
3. **This form should be completed and faxed to Shelly Matfess (647-5058) by the end of the business day of the incident.** The original document should be received by Shelly Matfess by the end of the second business day, and her office will distribute to the other administrators.
4. **Please phone in all information to Shelly Matfess and the Superintendent on the day of the incident.**

SCHOOL: _____ **DATE OF INCIDENT:** _____

PERSON REPORTING: _____ **TIME OF INCIDENT:** _____

DATE OF REPORT: _____ **LOCATION OF INCIDENT:** _____

CENTRAL OFFICE PHONE CONTACT MADE TO: _____ **TIME:** _____

TYPE OF INCIDENT: Verbal Physical Other

Student Name/ID#	Gr.	Current Sp. Ed. Y/N	Past Sp. Ed. Y/N	In Sp. Ed. Referral Process Y/N	Category Of Sp. Ed. (if any)	Current 504 Y/N	Past 504 Y/N

Was guardian notified? Yes No

Name: _____

Notified by: _____

EMPLOYEES INVOLVED Name, Address, Phone	Assignment

NON-EMPLOYEES INVOLVED	Assignment

DETAILS OF THE INCIDENT: Attach additional page if necessary; i.e., suspension notice, injury report, name of witness and contact phone number.

NATURE OF INJURY OR DAMAGES:

DISPOSITION (Briefly describe action taken):

POLICE INVOLVEMENT:

Investigating Officer: _____

Police Case #: _____

DISCIPLINARY ACTION:

1 ST Day of Suspension	Last Day of Suspension	Date Std Returns to School	Total Number of Days

Will expulsion be recommended? Yes No

Phone in all information to Shelly Matfess and the Superintendent on the day of the incident.

Print completed form out for signatures:

Principal's Signature _____ Date _____

cc: Student/Employee File

Revised: May 2014