

**Greenwich Central School
Incident Investigation Form**

1. **Name of Reporter/Person Filing the Report:** _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior Reporter (not the target)

3. Check whether you are a: Student Staff member (specify role) _____
 Parent Administrator Other (specify) _____

Your contact information/telephone number: _____

5. **Information about the Incident:**

Name of Targets (of behavior): _____

Name of Aggressors (Persons who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

Did the incident include electronic communication _____ If so, where _____

If able, please provide the link of the site _____

6. **Witnesses (List people who saw the incident or have information about it):**

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

7. **Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**

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What would you like done to correct this situation?

I hereby certify that the information I have provided in this Complaint is true, correct and complete to the best of my knowledge and belief.

Your Signature

Date

Received by: _____

Date

FOR ADMINISTRATIVE USE ONLY

8. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)

9: Form Given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____