

# Behavior Incident Documentation

Date: [Insert Date]

To: [Parent/Guardian Name]

From: [Teacher/Administrator Name]

Subject: Behavior Incident Report

Dear [Parent/Guardian Name],

I am writing to inform you about a behavioral incident involving your child, [Student's Name], that occurred on [Insert Date of Incident].

## Incident Details:

During [describe the time, class, or situation], [Student's Name] [describe the behavior]. This behavior is concerning as it [explain the impact of the behavior].

## Actions Taken:

After the incident, the following actions were taken:

- [Action 1]
- [Action 2]
- [Action 3]

## Next Steps:

We believe it is essential to work together to support [Student's Name] in making better choices in the future. We suggest the following steps:

- [Suggestion 1]
- [Suggestion 2]
- [Suggestion 3]

Please feel free to reach out to me directly at [Phone Number] or [Email Address] if you would like to discuss this matter further.

Thank you for your attention to this important matter.

Sincerely,

[Teacher/Administrator Name]

[Position]

[School Name]