

# Incident Report

Date: [Insert Date]

To: [Principal's Name]

From: [Your Name]

Subject: Report of Harassment Incident

## Student Details:

**Name:** [Student's Name]

**Grade:** [Student's Grade]

## Incident Details:

**Date of Incident:** [Insert Date]

**Time of Incident:** [Insert Time]

**Location:** [Location of Incident]

**People Involved:** [Names of Individuals Involved]

## Description of Incident:

[Provide a detailed account of the incident, including what happened, any witnesses, and any actions taken prior to reporting the incident.]

## Requested Action:

[Specify the action you would like the school to take in response to the incident.]

## Attachments:

[List any supporting documents or evidence attached to this report.]

## Signature:

[Your Name]

[Your Contact Information]