



Gurus Education

INCIDENT REPORT FORM

This report should be completed when, in the opinion of the teacher, management should be informed of an incident. Examples of incidents may be, but not limited to: a fight, malicious mischief, continued disrespect or disobedience by a student, a parent complaint, a school staff complaint, and/or a complaint by yourself of the facility or employees of such. Note: It does not have to be a critical incident to write a report. This is meant to keep the management staff aware of issues faced on site and to prevent conflict escalation.

Date of incident: _____

Site: _____

Person(s) involved (Student, parent, school staff, other Gurus teacher):

Name

Phone number

Detailed description of incident:

Action taken by teacher(s) concerning the incident:
