

SPRINGTOWN INDEPENDENT SCHOOL DISTRICT



314 EAST 5TH TERRACE
SPRINGTOWN, TEXAS 76082
(817) 523-0643
FAX (817) 523-5875

STACY JOHNSON
Director of Special Education

INCIDENT REPORT FORM

A person may notify the District of an Alleged Incident (“abuse” or “neglect”, as defined in the Texas Family Code) occurring in a Self-contained Classroom or Other Special Education Setting where video/audio surveillance is in effect by completing an Incident Report form and providing it to the campus principal. The person making the Incident Report should be as specific as possible regarding the date, time, and location of the suspected abuse or neglect, should include any witnesses, and should describe the suspected abuse or neglect as clearly as possible. The Incident Report should be provided to the campus principal as soon as possible, and if at all possible within 48 hours after the reporter becomes aware of a suspected incident.

Contact Information:

Name:

Home phone:

Mobile phone:

E-mail address:

Mailing address:

Description of Alleged Incident:

Date(s) of alleged abuse or neglect:

Time(s) of alleged abuse or neglect:

Location(s) of alleged abuse or neglect:

List any witness(es):

Describe the abuse or neglect as clearly as possible, including names of individuals involved and any District policy or law you think may have been violated. (Attach additional pages if more space is needed.)

Signature:

Date:

Print Name: