

School: _____

Location of Incident: _____

Date of Incident: _____ Time of Incident : _____

Names of Persons Involved:		
Victim(s)	Assailants	Witness(es)
V1	A1	W1
V2	A2	W2
V3	A3	W3
V4	A4	W4

CHECK **ONE** FROM THE FOLLOWING LIST

<input type="checkbox"/> Alcohol/drug possession	<input type="checkbox"/> Battery	<input type="checkbox"/> Property (Lockdown)	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Weapon possession
<input type="checkbox"/> Alcohol/drug use	<input type="checkbox"/> Burglary	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Theft	<input type="checkbox"/> Other
<input type="checkbox"/> Arson	<input type="checkbox"/> Graffiti	<input type="checkbox"/> Robbery/Extortion	<input type="checkbox"/> Tobacco use/possession	
<input type="checkbox"/> Assault w/ deadly weapon	<input type="checkbox"/> Hate Violence	<input type="checkbox"/> Sex offense		

Describe Circumstances of Incident:

Describe the Action Taken:

Administrator Notified (name/title) _____ Date/Time _____

Caregiver notified (Y/N) ____ → Prior to calling SFPD? (Y, N or N/A) ____ Telephone _____ Name _____

Name/Title of Person making Contact _____

If the caregiver was NOT contact, explain _____

Police called (Y/N) ____ By Whom (Name/Title) _____

SFPD Officer's Name _____ Star # _____ SFPD Report # _____

Names of persons present during police interview of student (s) _____

ExCEL Referral Form Completed (Y/N or N/A) ____ ExCEL Injury Report Completed (Y/N or N/A) ____ ExCEL Suspension Form Completed (Y/N or N/A) ____

As of _____ (Date/Time), who will be conducting follow up with regards to supports and contacting appropriate parties needed (check one)?

- School Day CBO I need ExCEL Support

Name/Signature of Person Completing Report _____ Title/Position _____

Name/Signature of Administrator Reviewing Report _____ Title/Position _____

Name/Signature of CBO Program Manager Reviewing Report _____ Title/Position _____

EMAIL 1 Copy to CBO

EMAIL 1 Copy to excelasp@sfusd.edu

- If an incident that falls under these categories listed above occurs, an email **with or without this report must be sent to excelasp@sfusd.edu within the close of the same business day** in order to keep all parties informed regarding incidents that may require follow up by EXCEL and SFUSD