



Safe and Caring Schools Incident Reporting Form – Part II

Acknowledgement of Receipt of Report

REPORT NO:

School Name	
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Report Submitted By: Name:			Date:	
Investigation in progress	<input type="checkbox"/>	Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time*	<input type="checkbox"/>	Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate*
Investigation Completed	<input type="checkbox"/>	Principal to communicate results to the teacher at a mutually convenient time*	<input type="checkbox"/>	Principal to communicate results to other board employee at a mutually convenient time, as appropriate*
Outcome:	<input type="checkbox"/>	Action Taken	<input type="checkbox"/>	No Action Taken
	<input type="checkbox"/>	Parent Contacted	<input type="checkbox"/>	Parent Not Contacted
Name of Principal:				
Signature:			Date:	

Note: Only Part II of the Incident Reporting form is to be given to the person who submitted the report.
Report number to be the same report number as Part I.

* In accordance with s.300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher, as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Education Act, when reporting the results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation