Dexter Community Schools

Incident Report &
Non-Staff Accident Report Form

Name	Position	Bldg	Date	Time

( ) NON-STAFF MEMBER INJURY – Explain what happened to whom under what circumstances.

( ) VANDALISM/THEFT REPORT – Describe the damage/loss, indicate the circumstances and list the suspect(s) if known. Suggest ways to avoid recurrence.

( ) INCIDENT REPORT – Describe any threatening or suspicious incident that you feel deserves a written record.

( ) PROPERTY DAMAGE – Describe any incident where school property was damaged accidentally or otherwise.

( ) SAFETY HAZARD – Describe a potentially hazardous condition or practice and suggest an appropriate solution.

Instructions: Completed forms must be turned into an Administrator/Director for signature. Please forward forms to the Business Office within 48 hours of incident. Incidents of vandalism/theft and property damage should also be reported to the officer on staff. When applicable, attach the police report to this report and forward to the Business Office.

Signature **Date Submitted**

Received By **Date Received**