

## Student Behavior Incident Reporting Form

The purpose of the Student Behavior Incident Reporting form is to document any behaviors or incidents on campus that warrants disciplinary action or any behavior that is of concern. This may include violence, threats of violence, inappropriate contact with the teacher or other students, or inappropriate written assignments that reference violence toward anyone. This form is not mandatory, but allows individuals involved in the incident the option to provide additional information regarding the event. Reports for on-campus and extension site incidents should be submitted to the Vice President for Student Services. Incidents at the Ottawa Center can be provided to the OC Coordinator, who will communicate with the Vice President.

In the case of an emergency, always call 911. For urgent, non-emergency situations, call Campus Security at x314.

Date of the Incident: \_\_\_\_\_ Time of the Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Individual(s) Involved:

Name: _____	Name: _____
ID # and DOB: _____	ID # and DOB: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

\*\*If the student is not an IVCC student, please get their address.

Description of the Incident: Provide a brief, concise description.

Any other staff members/employees/security personnel assisting with or witnessing the incident:

Description of the action taken by the employee(s): \_\_\_\_\_

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_

Additional information regarding the incident if necessary:

Contact phone number:

\*\*\*\*\*Office Use Only\*\*\*\*\*

Action taken: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Contact phone: \_\_\_\_\_