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## Student Incident Report

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Original Adoption: June 1, 2007  
Effective Date: June 1, 2007  
Last Revision: June 30, 2014

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Please exercise care in completing this form. Take the time to print or write clearly.

Student Name: \_\_\_\_\_

Student's Social Security Number: \_\_\_\_\_

(THIS NUMBER MUST BE CONCEALED ON ALL COPIES MADE OF THIS DOCUMENT)

Today's Date: \_\_\_\_\_

Date of the Alleged Incident: \_\_\_\_\_

Location of the Alleged Incident: \_\_\_\_\_

Time of the Alleged Incident: \_\_\_\_\_

Name of the Respondent: \_\_\_\_\_

### DESCRIBE THE ALLEGED INCIDENT

Instructions: Be specific. Describe clearly the alleged incident. (If necessary, seek assistance from a person of your choice in preparing this form.)  
Please attach to this form any written and signed statements or other evidence which support your description of the alleged incident.

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**What remedy/solution are you seeking?**

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**Please list all attachments that you are including with this form:**

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

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

*Policy Reference:*

LTC Policy #SA1930.223 Grievance Policy  
LTC Policy #SA1930.229 Judicial Code, Disciplinary Procedures & Student Due Process  
LTC Form #SA200.36 Response to Student Grievance Form  
LTC Form #SA200.37 Response to Student Incident Report  
LTC Form #SA200.45 Student Grievance Form  
LCTCS Policy #2.004 – Student Conduct and Appeals Procedures  
Family Educational Rights and Privacy Act (FERPA)

Approved:



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Dianne Clark  
Interim Director