Walled Lake Consolidated School District
Incident Report

Date of Incident: _____________  Site: __________________________________  Time: ____________

Description of Incident:_________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Supervision Involved: __________________________________________________________________

Witness to Incident:  (Names)
1. __________________________________________________  Phone: ________________________
2. __________________________________________________  Phone: ________________________
3. __________________________________________________  Phone: ________________________

Any injuries?  _____ No  _____ Yes  (See attached Accident/Injury Report)

Remedies/Procedures implemented due to this incident:
_____________________________________________________________________________________
_____________________________________________________________________________________

Additional Comments:__________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Report Filed By: ________________________________  Phone: _______________  Date: ___________

Supervisor’s Signature: _____________________________________________  Date: _____________

NOTE: Incident reports should be called in and then faxed to Michael Beauchamp, Ed.D., Assistant
Superintendent of Schools (Phone: 956-2013  Fax: 956-2123). A copy of the report should be sent to the
Director of Operations when any aspect of operations is concerned and to Sandra Motz, Assistant
Superintendent of Business Services, when District insurers might potentially be involved.

Incident report examples:
1. Police report is placed.
2. Police assistance is sought.
3. Conduct violations involving large number of students.
4. Any Level IV Conduct Code violation or major violation of the Conduct Code.
5. Incidents which may cause questions to be directed either to the Board of Education or the
Superintendent.

11-Jan-01