

FORM 378-15A	
Adopted	January 2010
Last Revised	November 2019
Review Date	November 2024

SAFE SCHOOLS STUDENT INCIDENT REPORTING FORM – Part II

[on School letterhead]

CONFIDENTIAL

SAFE SCHOOLS STUDENT INCIDENT REPORTING FORM – PART II	
ACKNOWLEDGEMENT OF RECEIPT OF REPORT	
<p>Report No: _____</p> <p>Report Submitted By: Name: _____ Date: _____</p> <p><input type="checkbox"/> Investigation completed</p> <p style="margin-left: 20px;"><input type="checkbox"/> Principal to communicate results to the teacher at a mutually convenient time*</p> <p style="margin-left: 20px;"><input type="checkbox"/> Principal to communicate results to other board employee at a mutually convenient time, as appropriate*</p> <p><input type="checkbox"/> Investigation in progress</p> <p style="margin-left: 20px;"><input type="checkbox"/> Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time*</p> <p style="margin-left: 20px;"><input type="checkbox"/> Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate*</p> <p>Name of Principal: _____</p> <p>Signature: _____ Date: _____</p> <p><i>Note: Only Part II is to be given to the person who submitted the report.</i></p> <p><small>* In accordance with s.300.2 of the <i>Education Act</i>, 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 <i>Municipal Freedom of Information and Protection and Privacy Act</i> and the <i>Education Act</i>, 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.</small></p>	