



# San Diego Unified School District

## ADMINISTRATIVE INCIDENT REPORTING FAX FORM (AIR)

**Complete and fax this form to 619-542-5789**

Incident # (Assigned by School Police)	0000		
Site Name and Site Number?	0000	Occurred on campus?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Location? (only if not on campus)	Senior High School		
Date/Time Incident Occurred?	07/07/07 12:30 pm	Date/Time Reported?	07/07/07 1:00 pm
Name of Site Administrator?	Ms. Principal	Was he/she notified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date/Time sent to District Communications:	07/07/07 1:30 pm		

Narrative:

***(Include description of incident using only ages, grade level and/or title of the individuals involved and whatever action was taken. Do not use names in order to ensure privacy)***

### SAMPLE 1

Today several fights broke out between students during lunch. This appears to be related to an earlier incident involving African-American and Hispanic students. Presently, it does not appear to be gang related, but rather race related. There are no reports of injuries.

Race Human Relations, School Police Services, and San Diego Police were notified. Each is providing additional resources to our site. Due to the number of students fighting (approx. 20 with 200 on-lookers) letters will be sent home informing parents of the facts related to this incident. Nine students have been identified and suspended so far.

Media did arrive. I provided a brief statement that included our efforts to preserve a safe school environment and that administrative action would be taken against those students who were involved. I have also informed the Communications Department of the incident and have been briefed on possible follow-up media inquiries.

Continued: Y / N

Number of Pages: 1 of 1

**This document contains confidential San Diego Unified School District information. It is intended solely for use by the individual named as recipient. Any disclosure, copying, distribution or use of this transmission is prohibited. If the correct numbers of pages were not received, contact the sender of this message.**