



# 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 11:00 am	Date/Time Reported?	07/08/07 9:00 am
Name of Site Administrator?	Mr. Principal	Was he/she notified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Date/Time sent to District	07/07/07		
Communications:	10:30 am		

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 2

Today I suspended a seventh grade male student who is suspected of poisoning his teacher's drink with white board eraser fluid. The teacher fell ill yesterday after drinking her bottled water, which had a burning after taste. This morning, another student who witnessed the incident came forward. School Police responded and interviewed both the witness and suspected students.

The suspected student admitted he was hoping his teacher would get sick because she would not allow him to use the restroom. The teacher was treated and released from a local hospital. She is ok and has returned to work today. The suspected student was arrested by school police and suspended from school. I am working with the teacher to offer all possible assistance in making sure all her teaching needs are met.

While media has not contacted us, the incident is widely known among the students. I anticipate there will be media interest, both print and television. I am prepared to give statements to them, emphasizing our rules for conduct and our intention not to tolerate this kind of behavior. District communications was notified.

Continued: Y / N

Number of Pages: 1 of 1

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