



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 9:00 am	Date/Time Reported?	07/08/07 9:20 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:	9:30 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 3

We were notified by San Diego Police at 9:00 A.M. that a female teacher at our site (who called in sick today) was arrested this morning at her home for internet crimes against children. SDPD alerted us because they were planning a press conference at noon today.

I have contacted district communications to request assistance with any media inquiries. I have also alerted human resources, who will follow-up with law enforcement regarding any personnel matters. I will alert counseling and guidance for resources services if that becomes necessary.

The teacher has been at our site for approximately eight years. It is unknown at this time if any students are victims of this incident. If that becomes the case, I will update this notification.

I've asked for a meeting with all staff on campus to inform them of the facts of this situation, as I know them.

I anticipate that there will be high media interest regarding this incident and will work with SDUSD Communications to prepare for likely inquiries from both print and broadcast media.

Continued: Y / N

Number of Pages: 1 of 1

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