

**CHATHAM CENTRAL SCHOOL**  
DASA "Purple" Incident Report Form

NAME OF PERSON ACCUSED IN THE COMPLAINT: \_\_\_\_\_

NAME OF PERSON COMPLETING FORM: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ HOMEROOM TEACHER: \_\_\_\_\_

Incident happened on school property  Single Incident

Incident happened at school sponsored event off school grounds  Series of incidents

SUMMARY OF ALLEGATIONS: PLEASE GIVE A DETAILED DESCRIPTION OF COMPLAINT INCLUDING INFORMATION SUCH AS: **WHO, WHAT, WHERE, WHEN AND WHY.**

HAVE YOU BEEN THREATENED BY ANYONE?  YES  NO

If yes, please explain:

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

REFERRED TO:

WITNESSES/STATEMENTS:

DATE SEEN: \_\_\_\_\_

RESOLUTION/ ACTION TAKEN:

DATE: \_\_\_\_\_

PARENTS CONTACTED?  YES  NO

DATE CONTACTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Follow Up Date: \_\_\_\_\_

Follow Up Notes: \_\_\_\_\_

\_\_\_\_\_