



REPORTING SCHOOL INCIDENTS



We Are Mandated Reporters

1. Alert Your Administrator

VERBALLY ALERT YOUR ADMINISTRATOR OF AN INCIDENT THAT HAS OCCURRED AS SOON AS POSSIBLE

2. Witness Statement Form

PROVIDE A WRITTEN SUMMARY OF WHAT OCCURRED ON A DOE WRITTEN STATEMENT FORM SUBMIT TO YOUR ADMINISTRATOR BEFORE THE END OF THE SCHOOL DAY

3. Ask For OORS Number

LET YOUR ADMINISTRATOR KNOW YOU SUBMITTED YOUR WITNESS STATEMENT FORM AND ASK FOR THE OORS NUMBER

4. File a UFT Safety Incident Form

