

Date Submitted: _____ MDE File #: _____ (MDE staff use only)

REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.

Name: _____ Title: _____ Phone: _____ Mandated Reporter: Yes ___ No ___
Address: _____ City: _____ State: _____ Zip: _____

SCHOOL INFORMATION

ISD #: _____ School District: _____ Program Name: _____
School Name: _____ Address: _____ City: _____ Zip: _____
Principal/Director: _____ Phone: _____ (Ext): _____
Transportation Company (if necessary): Contact: _____ Phone: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____
Parent/Guardian: _____ Phone: _____ Alternate Phone: _____
Gender: Male ___ Female ___ DOB: _____ Grade: _____ Ethnicity: _____
Special Education: Yes ___ No ___ Disability Description: _____ State Student ID: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Gender: Male ___ Female ___
Address: _____ City: _____ State: _____ Zip: _____
Ethnicity: _____ Phone: _____ Alternate Phone: _____
Licensed: Yes ___ No ___ If licensed, name of licensing board: _____ Folder #: _____

INCIDENT

Date: _____ Time: _____ Location (i.e. - bus, classroom): _____
Address (if different than school): _____ County: _____
Witness Contact Information: _____
Police Notified: Yes ___ No ___ Police Department: _____
Police Contact: _____ Phone: _____ Case No.: _____

Alleged Maltreatment: Physical Abuse ___ Sexual Abuse ___ Neglect ___ Unknown ___ **Injury:** Yes ___ No ___ Unknown ___

Description of Incident and Injury: (please attach additional page if needed).