

Individual Incident Report (IIR) Form

*Education Law §2802 and the Commissioner's regulation 100.2 (gg) require schools to report all violent or disruptive incidents that occur during the school year and summer months, between July 1 and June 30, including when summer school is in session. **It is expected that schools collect the required information (below), electronically or in paper form, using a format such as the Individual Incident Report (IIR). The format should be the basis for the submission of the annual School Safety and the Educational Climate (SSEC) Summary Data Collection Form. Do not send copies of IIR forms to SED.***

Category of Incident (Check any that apply):

1. Homicide	
2a. Forcible Sex Offenses	
2b. Other Sex Offenses	
3a. Assault-Physical Injury	
3b. Assault-Serious Physical Injury	
4a. Weapons Possession: Routine Security Checks	
4b. Weapons Possession: Other	
5a. Materials Incidents of Discrimination, Harassment, and Bullying (all excluding Cyberbullying)	
5b. Cyberbullying	
6. Bomb Threat	
7. False Alarm	
8. Use, Possession, or Sale of Drugs	
9. Use, Possession, or Sale of Alcohol	

Incident was biased related (Check any that apply):

c) Race <input type="checkbox"/>	f) Color <input type="checkbox"/>	i) Disability <input type="checkbox"/>	l) Sex <input type="checkbox"/>
d) Ethnic Group <input type="checkbox"/>	g) Religion <input type="checkbox"/>	j) Gender <input type="checkbox"/>	m) Weight <input type="checkbox"/>
e) National Origin <input type="checkbox"/>	h) Religious Practices <input type="checkbox"/>	k) Sexual orientation <input type="checkbox"/>	n) Other <input type="checkbox"/>

Incident was: (Check if applies)

___ (o) Gang or group-related

If the incident involved the use of one or more weapons, indicate the number of weapons, by weapon type used, listed below:

___ (q1) Firearms
 ___ (q2) Knives
 ___ (q3) Other Weapons

Incident was: (Check any that apply)

___(r) Involving Alcohol
 ___(s) Involving Drugs

The location/time of the incident: (Check any that apply)

- (t) On School Property (u) At School function off grounds
 (v) Off School Property (w) On School transportation
 (x) During regular school hours (y) Before/After school hours

Identify the grade and age if the target/victim was student:

Student Target/Victim	Grade/Age
#1	
#2	
#3	

Indicate the number and types of targets/victims: (for any that apply)

- (z) student
 (aa) staff
 (bb) other

Indicate the number and types of offenders: (for any that apply)

- (cc) student
 (dd) staff
 (ee) other

Report the age and grade of student offender(s) and indicate the duration (length of assignment) of discipline or referral action: (Check any that apply)

Student Offender: Age_____ Grade_____ (duplicate any necessary)

ff) Counseling or Treatment Programs <input type="checkbox"/> Duration:	gg) Teacher Removal <input type="checkbox"/> Duration:	hh) In School Suspension <input type="checkbox"/> Duration:	ii) Out of school suspension <input type="checkbox"/> Duration:
jj) Involuntary transfer to an Alternative Placement <input type="checkbox"/>	kk) Community Service <input type="checkbox"/> Duration:	ll) Juvenile Justice or Criminal Justice System <input type="checkbox"/>	mm) Law Enforcement <input type="checkbox"/>

Report the disciplinary or referral actions taken against staff or “other” offenders, such as being reported to law enforcement, etc. *(duplicate if necessary)*

Offender	Disciplinary Action	Referral Action	Other

Report the number of student offenders involving each of the following weapons¹:

Weapon	Number of	
	General Education Students	Students with Disabilities
(a) Handgun		
(b) Rifle or Shotgun		
(c) Other		
(d) Multiple (Use of more than one above)		
(e) Total		

For the students who brought firearms to school reflected in row (e) above, report the disciplinary action imposed in rows (f) through (l) below.

Disciplinary Action	Number of	
	General Education Students	Students with Disabilities
Suspended for one year and were provided instruction		
Suspended for one year and were not provided instruction		
Suspended for less than a year and were provided instruction		
Suspended for less than a year and were not provided instruction		
Received no instruction because student was removed for other reasons, such as death, withdrawal, or incarceration		
Received a different disciplinary action		
Received no disciplinary action		

¹ This is required by USDOE Code C086 Students Involved with Firearms and data submission used to monitor and report on the Gun-Free Schools and Communities Act. For further explanation see Glossary of Terms and Elementary and Secondary Education Act of 1965, as amended by Every Student Succeeds Act of 2015, 20 U.S.C. sections 6301 et seq., (Public Law 114-95, title 1, section 1111(h)(1)(C)(viii)(I), 129 STAT. 1802

Indicate whether, in this incident, the person was a victim of a violent criminal offense: yes no

Indicate whether the victim of this violent criminal offense requested to transfer to another school in the district: yes no

Indicate whether the victim of this violent criminal offense accepted the transfer to another school in the district: yes no

Indicate whether a police or other safety resource officer was present: yes no

Indicate whether this incident resulted in a school-related arrest: yes no

Indicate if this incident was verified, through an investigation, by a school administrator, DASA coordinator, etc.: yes no

Provide a detailed description of the investigation that substantiates that the incident must be reported on the SSEC.

Report prepared by _____

Date _____

Retain this form in the school. *These reports are to be kept at the school until the youngest person involved in the incident is 27 years old² (Do not send to SED)*

² Records Retention and Disposition Schedule ED-1