

Behavior Incident Reporting Form

The purpose of the Student Behavior Incident Reporting form is to document any behaviors or incidents on campus that warrants disciplinary action or any behavior that is of concern. This may include violence, threats of violence, inappropriate contact with the teacher or other students, or inappropriate written assignments that reference violence toward anyone. This form is not mandatory, but allows individuals involved in the incident the option to provide additional information regarding the event. Reports for on-campus and extension site incidents should be submitted to the Vice President for Business Services through this form or by sending a report through <https://ivcc-il.safecollegesincident.com>.

Date of the Incident: _____ Time of the Incident: _____ Location: _____

Name of Individual(s) Involved:

Name: _____	Name: _____
ID # and DOB: _____	ID # and DOB: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____

**If not an IVCC student or employee, please get their address.

Description of the Incident: Provide a brief, concise description.

Any other staff members/employees/security personnel assisting with or witnessing the incident:

Description of the action taken by the employee(s): _____

Submitted by: _____ Signature: _____

Additional information regarding the incident if necessary:

Contact phone number:

*****Security Use Only*****

Action taken: _____

Other relevant information: _____

Signature: _____ Date: _____

Position: _____ Contact phone: _____