



DeSoto Independent School District

A person may notify the District of an Alleged Incident (“abuse” or “neglect”, as defined in the Texas Family Code) occurring in a Self-contained Classroom or Other Special Education Setting where video/audio surveillance is in effect by completing an Incident Report form and providing it to the campus principal. The person making the Incident Report should be as specific as possible regarding the date, time, and location of the suspected abuse or neglect, should include any witnesses, and should describe the suspected abuse or neglect as clearly as possible. The Incident Report should be provided to the campus principal as soon as possible, and if at all possible within 48 hours after the reporter becomes aware of a suspected incident.

INCIDENT REPORT FORM

Contact Information:

Name: _____

Home phone: _____ Mobile phone: _____

E-mail address: _____

Mailing address: _____

Description of Alleged Incident:

Date(s) of alleged abuse or neglect: _____

Time(s) of alleged abuse or neglect: _____

Location(s) of alleged abuse or neglect: _____

List any witness(es): _____

Describe the abuse or neglect as clearly as possible, including names of individuals involved and any District policy or law you think may have been violated. *(Attach additional pages if more space is needed.)*

Print Name: _____ Date: _____

Signature: _____

The mission of DeSoto ISD is to prepare each student academically and socially to be a problem solver and productive citizen for a 21st century global society.