

APPENDIX C



**SAFE SCHOOLS INCIDENT REPORTING FORM – PART II**

**Report No:**

**Report Submitted By:**

Name:

Date:

**Investigation completed**

Principal to communicate results to the teacher at a mutually convenient time\*

Principal to communicate results to other board employee at a mutually convenient time, as appropriate\*

**Investigation in progress**

Once investigation is completed, principal to communicate results to the teacher at a mutually convenient time\*

Once investigation is completed, principal to communicate results to other board employee at a mutually convenient time, as appropriate\*

**Name of Principal:**

Signature:

Date:

*Note:* Only Part II is to be given to the person who submitted the report.

\* \_In accordance with s.300.2 of the Education Act, after investigating a matter reported by an employee, the principal shall communicate the results of the investigation to the teacher or other board employee who is not a teacher, as appropriate. In accordance with the Municipal Freedom of Information and Protection and Privacy Act and the Education Act, when reporting the results of the investigation, the principal shall not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.