

ETA DOCUMENTATION FORM

● ALWAYS keep a personal copy of all submitted reports submitted via email or school protocol regardless of use of this form. Consistent documentation supports safety, fairness, and accountability.

Date of Report: _____

Submitted by: _____

Location of Incident: _____

(Room/Hallway/Other)

Time/Period: _____

Students Involved (If known): _____

Describe the Incident Clearly: ((What happened? Include any physical contact, threats, refusal to follow directions, harm to self/others, or damage to property. Be specific and objective.)

Names of Student Witnesses (if any): _____

Names of Adult Witnesses (if any): _____

YOUR Immediate Actions:

- Redirection
- Verbal Warning
- Student Removed from Situation
- Called for Administrative Support

- Called Nurse
- Parent/Guardian Contacted
- Other: _____

Did you follow your school's Behavior Matrix? Yes No

- **If not, why?** _____

Did You Report This to the Administration? Yes No

- **If yes, who did you notify?** _____

- **How did you notify the administrator?**

Email Text In-person School Reporting System Other: _____

- **Response from administrator** (Include a verbal summary. Attach email reply to this paper. Record lack of response.)

- **If not, why?** _____

Impact on Student Learning/Safety Environment:

- Instructional Time Lost
- Student/Teacher Safety Compromised
- Class Distracted or Disrupted
- Ongoing Issue
- Emotional Distress (Specify: _____)
- Other: _____

Intervention(s) You Implemented:

- Tiered behavior supports
- Restorative conversations
- Student reflection sheet
- Referred to counselor
- Parent Meeting
- Other: _____

Student's Response to Intervention:


- Receptive
- Dismissive
- Escalated Behavior
- Reflective/Apologetic
- No Response
- Other: _____

Requested Follow-Up or Support:

- Classroom Coverage
- Administrator Observation
- Parent Meeting
- Student Support Services
- Retraining or Behavior Plan Review
- Hallway or Transition Support
- Follow-Up Communication
- Other: _____

Attachments (if any):

- Parent Contact Log
- Email printout
- Text screenshots

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"DOCUMENTING TODAY TO PROTECT TOMORROW — AN EVANSVILLE TEACHERS ASSOCIATION INITIATIVE"

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