



SAFE SCHOOLS INCIDENT REPORTING FORM – Part 2

- - - CONFIDENTIAL - - - <i>Acknowledgment of receipt of report</i>	
Report No.: _____	
Report Submitted by: _____	
Name: _____ Date: _____	
☐	Investigation Completed ☐ Principal to communicate results to the staff member at a mutually convenient time* ☐ Principal to communicate result to other board employee at a mutually convenient time, as appropriate*
☐	Investigation in Progress ☐ Once investigation is completed, Principal to communicate results to the staff member 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 2 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 of 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.	