

**Reporting Form Regarding Sexual Conduct with Students**

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor, who will immediately notify the superintendent.

- 1. The name, position and contact information of the person making the report.

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- 2. The name, position and contact information of any witness to the report.

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- 3. A description of how the report was made (i.e., phone or other method). \_\_\_\_\_

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- 4. The name of the agency and individual who took the report. \_\_\_\_\_

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- 5. The date and time that the report was made. \_\_\_\_\_

- 6. Description of the incident. \_\_\_\_\_

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Persons who received a copy of the written report.

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