If the incident involves criminal activity; **STOP!**
Do not take any further action until you have consulted with law enforcement officials.

School case #: ______________________
Date of Incident: ___________________
Police Case #: ____________________

Name: ____________________________________________
Incident type: _____________________________________

☐ Potentially illegal or unlawful  ☐ Potential media problem  ☐ Involving staff

Other people involved: ______________________________

FOLLOW UP AT 2, 4, AND 12 WEEKS
Gather a quick snapshot from stakeholders: How were you involved? ______________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

SELECT RELEVANT QUESTIONS FROM THE LIST BELOW:
Was this incident resolved to your satisfaction? ______________________________________
_____________________________________________________________________________________________

Do you feel you were treated fairly? ______________________________________
_____________________________________________________________________________________________

Are conditions improving? How? ______________________________________
_____________________________________________________________________________________________

Do you have lingering fears? Please explain. ______________________________________
_____________________________________________________________________________________________

Do you feel supported by the school/teachers? How? ______________________________________
_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

FOLLOW UP FORM
How were you informed? Was it handled appropriately? 

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Do you have suggestions for us—our polices, practices, and procedures? 

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Are your parents aware of what happened? How did they find out? Have you discussed it with them further? 

[NOTE: Keep family dynamics brief]: 

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Would you do anything differently? 

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

What advice would you offer to others who had a similar experience? 

_________________________________________________________________________________________

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