Individual Incident Report (IIR) Form

*Education Law §2802 and the Commissioner’s regulation 100.2 (gg) require schools to report all violent or disruptive incidents that occur during the school year and summer months, between July 1 and June 30, including when summer school is in session.* ***It is expected that schools collect the required information (below), electronically or in paper form****, using a format such as the Individual Incident Report (IIR). The format should be the basis for the submission of the annual School Safety and the Educational Climate (SSEC)Summary Data Collection Form.* ***Do not send copies of IIR forms to SED.***

**Category of Incident** (Check any that apply):

|  |  |
| --- | --- |
| **1. Homicide** |  |
| **2a. Forcible Sex Offenses** |  |
| **2b. Other Sex Offenses**  |  |
| **3a. Assault-Physical Injury** |  |
| **3b. Assault-Serious Physical Injury** |  |
| **4a. Weapons Possession: Routine Security Checks** |  |
| **4b. Weapons Possession: Other** |  |
| **5a. Materials Incidents of Discrimination, Harassment, and Bullying (all excluding Cyberbullying)** |  |
| **5b. Cyberbullying**  |  |
| **6. Bomb Threat** |  |
| **7. False Alarm**  |  |
| **8. Use, Possession, or Sale of Drugs** |  |
| **9. Use, Possession, or Sale of Alcohol** |  |

**Incident was biased related** *(Check any that apply)***:**

|  |  |  |  |
| --- | --- | --- | --- |
| c) Race □  | f) Color □  | i) Disability □  | l) Sex □  |
| d) Ethnic Group □  | g) Religion □  | j) Gender □  | m) Weight □  |
| e) National Origin □  | h) Religious Practices □  | k) Sexual orientation □  | n) Other □  |

**Incident was:** *(Check if applies)*

\_\_\_ (o) Gang or group-related

**If the incident involved the use of one or more weapons, indicate the number of weapons, by weapon type used, listed below:**

\_\_\_\_ (q1) Firearms

\_\_\_\_ (q2) Knives

\_\_\_\_ (q3) Other Weapons

**Incident was:** *(Check any that apply)*

\_\_\_(r) Involving Alcohol

 \_\_\_(s) Involving Drugs

**The location/time of the incident:** *(Check any that apply)*

\_\_\_\_ (t) On School Property \_\_\_ (u) At School function off grounds

\_\_\_\_ (v) Off School Property \_\_\_ (w) On School transportation

\_\_\_\_ (x) During regular school hours \_\_\_ (y) Before/After school hours

**Identify the grade and age if the target/victim was student:**

| **Student Target/Victim** | **Grade/Age** |
| --- | --- |
| **#1** |  |
| **#2** |  |
| **#3** |  |

**Indicate the number and types of targets/victims:** *(for any that apply)*

\_\_\_\_ (z) student

 \_\_\_\_(aa) staff

 \_\_\_\_(bb) other

**Indicate the number and types of offenders**: *(for any that apply)*

\_\_\_\_ (cc) student

\_\_\_\_ (dd) staff

 \_\_\_\_ (ee) other

**Report the age and grade of student offender(s) and indicate the duration (length of assignment) of discipline or referral action:** *(Check any that apply)*

**Student Offender: Age\_\_\_\_ Grade\_\_\_\_\_** *(duplicate any necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| ff) Counseling or Treatment Programs □ Duration: | gg) Teacher Removal □ Duration: | hh) In School Suspension □ Duration: | ii)Out of school suspension □ Duration: |
| jj) Involuntary transfer to an Alternative Placement □ | kk) Community Service □ Duration: | ll) Juvenile Justice or Criminal Justice System □ | mm) Law Enforcement □ |

**Report the disciplinary or referral actions taken against staff or “other” offenders, such as being reported to law enforcement, etc.** *(duplicate if necessary)*

| **Offender** | **Disciplinary Action**  | **Referral** **Action** | **Other** |
| --- | --- | --- | --- |
|  |  |  |  |

**Report the number of student offenders involving each of the following weapons[[1]](#footnote-1):**

|  |  |
| --- | --- |
|  | **Number of** |
| **Weapon** | **General Education Students** | **Students with Disabilities** |
| 1. **Handgun**
 |  |  |
| 1. **Rifle or Shotgun**
 |  |  |
| 1. **Other**
 |  |  |
| 1. **Multiple (Use of more than one above)**
 |  |  |
| 1. **Total**
 |  |  |

**For the students who brought firearms to school reflected in row (e) above, report the disciplinary action imposed in rows (f) through (l) below.**

|  |  |
| --- | --- |
|  | **Number of** |
| **Disciplinary Action** | **General Education Students** | **Students with Disabilities** |
| **Suspended for one year and were provided instruction** |  |  |
| **Suspended for one year and were not provided instruction** |  |  |
| **Suspended for less than a year and were provided instruction** |  |  |
| **Suspended for less than a year and were not provided instruction** |  |  |
| **Received no instruction because student was removed for other reasons, such as death, withdrawal, or incarceration** |  |  |
| **Received a different disciplinary action** |  |  |
| **Received no disciplinary action** |  |  |

**Indicate whether, in this incident, the person was a victim of a violent criminal offense:** □ yes □no

**Indicate whether the victim of this violent criminal offense requested to transfer to another school in the district:** □ yes □no

**Indicate whether the victim of this violent criminal offense accepted the transfer to another school in the district:** □ yes □no

**Indicate whether a police or other safety resource officer was present:** □ yes □no

**Indicate whether this incident resulted in a school-related arrest:** □ yes □no

**Indicate if this incident was verified, through an investigation, by a school administrator, DASA coordinator, etc.:** □ yes □no

**Provide a detailed description of the investigation that substantiates that the incident must be reported on the SSEC.**

**Report prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Retain this form in the school.** *These reports are to be kept at the school until the youngest person involved in the incident is 27 years old[[2]](#footnote-2)* **(Do not send to SED)**

1. This is required by USDOE Code C086 Students Involved with Firearms and data submission used to monitor and report on the Gun-Free Schools and Communities Act.

For further explanation see Glossary of Terms and Elementary and Secondary Education Act of 1965, as amended by Every Student Succeeds Act of 2015, 20 U.S.C. sections 6301 et seq., (Public Law 114-95, title 1, section 1111(h)(1)(C)(viii)(I), 129 STAT. 1802 [↑](#footnote-ref-1)
2. Records Retention and Disposition Schedule ED-1 [↑](#footnote-ref-2)