

**Documentation of Employee/ Student Inappropriate Conduct**

*\*\*This form and any supporting documentation are to be kept on file by the school administrator who was made aware of the issue.*

**School Information**

School: \_\_\_\_\_

Principal/Administrator: \_\_\_\_\_

Person Reporting the Issue: \_\_\_\_\_

Employee Named in the issue: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**\*\*\*File documentation of the issue/concern signed (if possible) and dated by the individual reporting the issue.**

**Human Resources Notification**

*\*\*When issue occurs, HR shall be notified immediately especially if there are questions concerning procedure*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

HR staff name contacted: \_\_\_\_\_

Any additional information provided by HR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Child Protective Services Notification**

*\*\*To be done by the person reporting the issue. Contact CPS @ 301-784-7122*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

CPS case worker name: \_\_\_\_\_

*\*\*\*Forward a copy of this form and any supporting documentation to the HR office.*