



ORANGE TOWNSHIP PUBLIC SCHOOLS
Orange Early Childhood Center
397 Park Avenue, Orange, New Jersey 07050
Tel: (973) 677-4000, ext. 1903/1920 Fax: (973) 395-8958
Website: <http://www.orange.k12.nj.us/Domain/528>

Mr. Ronald Lee
Interim Superintendent of Schools

Jacquelyn Blanton
Principal, Orange Early Childhood Center

Incident Report

Staff Member _____ School _____ Date of report _____

Student's Name _____ Grade _____

Student's Address _____

Parents' Name _____ Phone _____

Date of Incident _____ Time _____ Location _____

The following should be completed by staff member

Describe the nature of the incident (before and after), detailing exactly what took place, where, when, how, etc.

Describe any harm, if any, done to the student?

Describe how the accident/injury happened.

Were there any changes to the school/district/classroom procedures as a result of this incident?

Staff Signature _____ Date _____

Parent/Guardian notified _____ Yes _____ No

Signature of Principal

Signature of School Nurse (If the nurse was called)

Original report to Principal within 24 hours of incident.