

Incident While a Parent Is Not Present

Directives and Form

This form is to be used to communicate a lesser occurrence or minor situation that happened with a child while his/her parent was not present. It may be used for a minor injury, discipline issue, potty-training accident, etc. The teacher who witnesses the incident (or first to notice) should quickly review the below form with the parent.

Remember to never leave the parent feeling unsatisfied or upset. This form is just a small update. It should never take the place of a face-to-face conversation or phone call with the parent that may be needed.

Include only the facts of what you witnessed. If you did not witness the incident but were the first to notice it, note what you observed/what happened from that point forward.

Tear form below line to remove directives. Do not give directives to parent.



Incident While Parent Not Present

Child's name: _____ Date: _____

Incident: _____

Action taken: _____

Teacher (Person completing the form): _____