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Incident Reporting Instructions: The Essentials

Why is the information collected?

1. to provide each school with important data about their school climate to support their improvement efforts
2. to show trends throughout the state which can inform policy decisions
3. to provide evidence of compliance with federal and state requirements

Key Points to Remember:

1. Suspend (in and out of school)/expel judiciously - These discipline strategies should be used as a last resort. Our goal is to use restorative practices and tiered supports as much as possible to keep students in school and learning.
2. Required Incidents to Report:
 - a. Suspensions and Expulsions
 - b. Hazing, Harassment and Bullying Complaints
 - c. Violent Crimes
 - d. Weapon Possession/Use
 - e. Unilateral Removal to an Alternate Setting
3. Choose from the Incident Type drop down menu first. (top box) Too many incidents that fit these definitions have previously been submitted as "School Policy/Conduct".
 - Detailed incident type definitions can be found in the Definitions document, also on the AOE web page.
 - Choose "School Policy/Conduct," ONLY if the reported incident is not in the Incident Type drop down menu. Clearly explain the incident so someone not present would understand the reason for the resulting suspension/expulsion.
 - Only complete one incident report per suspension/expulsion. Choose the most serious incident from the Incident Type drop down menu to report if there are multiple incident types in one situation.
4. Be certain that you have correctly identified the student and any victims associated with the incident. (bottom third of screen)
5. Mark suspensions/expulsions in increments of a day, not just whole days, each and every time a student misses instruction for disciplinary reasons.
6. Incident Reports should be completed on an ongoing basis. It may be difficult to recall all the required information later in the year. Also, some student information may change.

7. The data is officially submitted to the AOE by July 1 of each year. Please see the AOE Weekly Field Memo from November 8, 2017 for more information about the Statewide Longitudinal Data System.

Questions may be addressed to:

- Sam Steiner (IDEA/IEP) (802) 479-1165
- IT Help Desk (software) (802) 479-1044