

Your Literally Ausome School Incident Report Template

Hi <teacher's name>,

1. Explain what happened - remember, 'a snapshot, not the whole album.

- I was going to class and
- I was on the oval and
- I was in <subject> and <teacher's name>'s class

2. What happened next?

- Some girls or some boys
- Said/did/asked
- The teacher asked me/said

3. What I did after that?

- I didn't answer
- I said.....
- I said/told them

4. How it ended

- I then walked away
- Then they followed me
- I went into shutdown and didn't participate in the class after that

5. Explain why you've shared this with them and how it made you feel.

- I just wanted to let you know what happened as it made me feel upset/angry/lonely/worried/scared.