

## Suggestions for Writing Incident Reports

Following are some thoughts about documenting student concerns, completing “student incident report forms” and creating other official college communications regarding students. Keep in mind the following information is not exhaustive in nature, but rather intended to be a starting point for preparing documentation regarding students.

### **For consideration:**

1. Keep in mind that all written communication that can potentially identify a student (even if you don’t use the student’s full name) can be considered part of that student’s educational record.
2. As you write student reports, memos, e-mails, etc. be mindful of the language being used. Use objective and factual information in the documentation. Stay away from language that is tied to emotion (e.g. the student was mad, angry, sad, disappointed, etc.) or language for which you are not trained to assess (e.g. the student is mentally unstable, mentally irregular, crazy, has a learning disability, is ADHD, etc.). Instead, focus on observable fact, actions and behaviors in reports/summaries (e.g. student was wearing glasses, student has blonde hair, student spoke loudly, student pointed finger, student shook fist, etc.).
3. When writing reports or documenting incidents, be sure to include dates, times, locations, witnesses, and, if appropriate, objective descriptions of the subject or surroundings (e.g. student has dark hair, green eyes, wearing purple tennis shoes, etc.).
4. Even “innocent” or unintentional e-mails or other forms of communication can be considered part of the student’s educational record. **THINK** before you respond in writing!! And, when you do write, consider the points listed above.

### **Note:**

The **Student Code of Conduct Incident Report Form** can be found on the Student Conduct website and in MyMCC under the Resources Tab. Please complete this form electronically, print, sign, and return it to the Student Conduct Office, Rm A-252.