REPORTING SCHOOL INCIDENTS

We Are Mandated Reporters

1. Alert Your Administrator
   Verbally alert your administrator of an incident that has occurred as soon as possible.

2. Witness Statement Form
   Provide a written summary of what occurred on a DOE written statement form. Submit to your administrator before the end of the school day.

3. Ask For OORS Number
   Let your administrator know you submitted your witness statement form and ask for the OORS number.

4. File a UFT Safety Incident Form
   Scan the QR code to access the safety incident form.