horizontal line**Police Report for Students**

**[School Name]  
[Address]  
[Contact Information]**

**Report Number:** [Auto-generated or manually assigned number]  
**Date of Report:** [DD/MM/YYYY]  
**Time of Report:** [HH

AM/PM]

**Report Prepared By:** [Officer’s Name or School Official’s Name]

### **1.1. REPORTING DETAILS**

**Student’s Name:** [Full Name]  
**Age:** [Age]  
**Grade/Class:** [Grade/Class]  
**Guardian/Parent Name:** [Name]  
**Contact Information:** [Phone/Email]

### **1.2. INCIDENT DETAILS**

**Type of Incident:** [E.g., Bullying, Theft, Vandalism, etc.]  
**Incident Location:** [Classroom, Playground, etc.]  
**Date of Incident:** [DD/MM/YYYY]  
**Time of Incident:** [HHAM/PM]

### **1.3. DESCRIPTION OF INCIDENT**

A brief, clear description of the incident, including the following:

* **How the incident was reported:** [Phone, In-person, etc.]
* **Initial Observations:** [Teacher’s or Officer’s first observations]
* **Statements:**
  + **Student's Statement:** [Detailed statement given by the student]
  + **Witness’s Statement:** [Detailed statement given by witnesses]

**Actions Taken:** [E.g., Counseling, Contacting Parents, etc.]

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** [DD/MM/YYYY]