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# 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]