



My Side of the Story

Name _____ (Please Print)

Grade _____ Teacher _____

Date of Report _____

1. In your own words, tell what happened. Please use details and be specific.

2. Where did this happen?

3. When did this happen? Date and time.

4. What adult(s) saw this happen?

5. What student(s) saw this happen?

6. What adult(s) did you talk to try to help prevent or solve this problem?

7. Does anyone owe you an apology? If so, who?

8. Do you owe anyone an apology? If so, who?

9. How could YOU have better handled the situation?

Administrator Response:

Parent contacts (Name, number, date of call/time of call time, synopsis of conversation.

Follow up: