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| **SAMPLE DASA INCIDENT REPORTING AND INVESTIGATION COMPLETION CHECKLIST** |
| **The following section is for documenting completion of the school’s incident investigation process.**  This should be completed by the school leader and/or designee (i.e. Dignity Act Coordinator) upon completion of the incident investigation and reporting process.  ***Use this page as a summary/cover page.*** |

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| Date of Incident: | | |
| Form completed by: | | |
| Were the following forms completed? | | Comments |
|  | Part 1. DASA Complaint Form |  |
|  | Part 2. Protocol for DASA Incident Investigation |  |
|  | Part 3. DASA Incident Verification and Parent Notification |  |
|  | Part 4. Targeted Student Action Plan Template |  |
|  | Part 5. Strategies for Working with Student Who Caused an Incident |  |
|  | Part 6. Individual Incident Report (IIR) Form |  |