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**What did you say or do to the offender(s) to indicate your disapproval?**

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**What was the offender's response? What did he/she say or do?**

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**Was this a first offense? Yes \_\_\_\_\_ No \_\_\_\_\_**

Please describe prior occurrences:

Witnesses to incident:

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

Received in the Office of the Regional Superintendent this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.