My Side of the Story

Name ________________________________________________(Please Print)

Grade _________
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?**

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**Administrator Response:**

Parent Contacts (Name, number, date of call/time of call/time, synopsis of conversation)

Follow Up: