

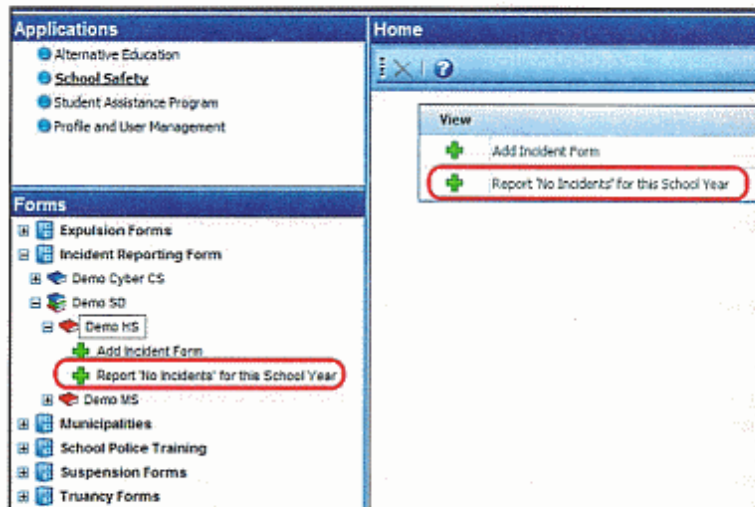
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Completing the Incident Reporting Form

The Incident Reporting Form online is sectional in nature. *Victim and Offender Forms are available directly beneath the incident form portion in their perspective folders (i.e. Offenders, Victims) after the incident portion has been entered and saved in the system.*

- Step 1.** Select **School Safety** in the upper left *Application Bar* area.
- Step 2.** Select **Forms (Enter/Edit)** in the lower left *Panel Bar* area.
- Step 3.** Expand **Incident Reporting Forms**.
- Step 4.** Expand your **School District** (or **Charter School**).
- Step 5.** Expand your **School Building** (if applicable).
- Step 6.** Select **Add Incident Form**.

Note: If you have no incidents to report for the school year, select **Report "No Incidents"** for **this School Year** via the left navigational tree or right view area:



**You can also indicate NO INCIDENTS during the Release process.*