INCIDENT REPORTING FORM

Please use this form to report any incident of alleged misconduct (including sexual misconduct), concerning behavior of a student (distressed, disruptive or threatening) or any dramatic changes in student behavior.

REPORTER INFORMATION
THIS INFORMATION IS ABOUT YOURSELF SO THAT YOU CAN BE CONTACTED BY THE TITLE IX COORDINATOR.

YOUR FULL NAME:

YOUR PHONE NUMBER:

YOUR EMAIL ADDRESS:

YOUR HOME/CAMPUS ADDRESS:

NATURE OF THE REPORT:

What was the date of the event?

What was the time of the event?
Where did the event occur?

Briefly describe the event giving as much information as possible.

INVOLVED PARTIES
Please list the individuals involved (excluding yourself) including as much information as you can.
NAME OF THE PERSON

PHONE NUMBER OF THE PERSON

CAMPUS ADDRESS OR LOCATION OF THE PERSON

EMAIL ADDRESS OF THE PERSON

ON-CAMPUS ACTIVITIES THAT THIS PERSON IS INVOLVED IN, IF KNOWN.

WITNESSES OR BYSTANDERS NAMES and CONTACT INFORMATION
RESOURCES FOR ASSISTANCE:
Have you already contacted anyone about the incident or shared the information with anyone? Select all that apply:

Counseling Office
Campus Police
Local Police Department
Parents of those involved
Resident manager or assistant
Campus Nurse
Local Hospital
Administration
Facilities
Athletic Personnel
Faculty or Staff Member
A friend
Other: ______________________

SUPPORTIVE DOCUMENTATION:
PHOTOGRAPH
HOSPITAL RECORD
PHONE COMMUNICATION
SOCIAL MEDIA
VIDEO
STATEMENT OF OTHER
OTHER: _________________________

OTHER WAYS TO REPORT A TITLE IX OFFENSE:
ALL REPORTS MAY BE MADE DIRECTLY TO THE TITLE IX COORDINATOR.
ALL FACULTY AND STAFF MEMBERS OF TALLEDEGA COLLEGE ARE MANDATED REPORTERS.
TIFFANY SAYLES
TITLE IX COORDINATOR
SEYMOUR ROOM 107
(256) 441-1175 (TEXT OR CALL)
(256) 761-6342 (Talladega Office Phone)
tsayles@talladega.edu

I affirm that the statement made is true to the best of my knowledge.

Submit report