Saddleback College
Confidential Student Behavior/Incident Report

Inappropriate student behavior is not tolerated per the California Education Code and SOCCCD policies and regulations. If you feel at risk, contact Campus Police at extension 4444.

Directions: Complete all areas of this form and distribute immediately as indicated below. You may handwrite by printing legibly on this form or complete online at the Saddleback College web site (click on Administration; Office of the Vice President for Student Services; Student Behavior/Incident Report). You may email this report to ltelson@saddleback.edu. If you would like to discuss the matter contact the Office of the Vice President for Student Services (SSC 107) or call extension 4566. If you leave a message include your phone contact numbers and best times to reach you.

Date of Incident	Time	Location
Date of Report	Was Campus Police Called?	Campus Police Report No.
	Yes ☐ No ☐	
Student Name		Student ID No.
Incident Report (include details and names, identification numbers, documentation, phone/email if possible and departments/divisions of all persons involved): (continue on a separate sheet if necessary)		

Course Ticket No. (if completed by faculty)	
Person Completing Report (print name):	Name of Witnesses (include address, phone no./ext/email address if possible)
Signature	
Your Phone No/Ext/Email Address	
Distribution: Deliver or email immediately to Vice President for Student Services and copy Dean/Director and Campus Police.	***Email addresses***: Vice President for Student Services: ltelson@saddleback.edu Campus Police: scpolice@saddleback.edu
Important: Print and submit hard copy or save as a word document and submit as an email attachment.	