



SPECIAL EDUCATION NEEDS AUTHORITY

Incident Report Form

<p><i>For official use</i></p> <p>Date received:.....</p> <p>Signature:.....</p>
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Any incident occurring in a SEN institution should be immediately reported to the Special Education Needs Authority (SENA), Cyber Tower 2 (Level B), Ebene Cybercity by Phone Number: 4603015 and by mail at sena@govmu.org.

Details of the institution		
Name:		
Address:		
Details of incident		
Date:	Place:	Time:
Name of learner involved:		
Sex:		
Age:		
Any other person involved:		



Description of incident:

Were there any witnesses at the time of incident? (Please indicate)

- 1.
- 2.
- 3.

Details of Responsible party

Name:

Address:

Contact number:

Immediate action taken by Institution (in chronological sequence)



Date	Time	Action taken

Name of officer:.....

Grade:.....

Date:.....

Signature:.....

Note: For SENRDCs and Integrated Units, a copy of the report is to be sent to the relevant Zonal Directorate.