



**NEW YORK CITY BOARD OF EDUCATION
COMPREHENSIVE INJURY REPORT
PART C - WITNESS STATEMENT**

Safety Makes Sense



DIRECTIONS: This part is to be completed by any and all witnesses to the incident reported in Part A-Fact Sheet involving students, staff members and other individuals occurring on or about BOE premises or at school sponsored events. You must complete Part A - Fact Sheet prior to completing this Witness Statement. **AN INJURY MUST BE REPORTED WITHIN TWENTY-FOUR (24) HOURS OF ITS OCCURRENCE.** Print all information using blue or black ink or use a typewriter. All signatures must be authentic - NO RUBBER STAMPS. PLEASE NOTE: THE MAKING OF AN INTENTIONAL FALSE STATEMENT ON THIS DOCUMENT WILL SUBJECT THE INDIVIDUAL(S) TO PENALTIES AND/OR A DISALLOWANCE OF ANY CLAIM.

WITNESS DATA	1. Last Name (of Witness)		First	Middle Initial	2. Social Security # (of Witness)	
	3. Home Address		(City)	(State)	(Zip)	4. Home Telephone #
	5. Work Address		(City)	(State)	(Zip)	6. Work Telephone #
						Area Code ()
						Area Code ()
	7. Relationship to Injured Party					
	NOTE: PRINT ALL INFORMATION USING BLUE OR BLACK INK OR USE A TYPEWRITER.					
8. Name of Injured Person			9. Location of Injury - (District/Boro/School or Division/Office)			
10. Date of Injury - (Month/Day/Year)			11. Time of Injury		AM	
			(Circle AM or PM)		PM	

WITNESS STATEMENT	PLEASE INDICATE THE NATURE, TIME, PLACE AND MANNER IN WHICH THE INJURY OCCURRED. IT IS ASSUMED THAT YOUR STATEMENTS ARE BASED ON PERSONAL OBSERVATION, IF NOT PLEASE SPECIFY THE CIRCUMSTANCES UNDER WHICH YOU BECAME AWARE OF THIS INCIDENT.	

12. Signature of Witness	Date
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ACCESS TO THIS FORM IS GOVERNED BY THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND CHANCELLOR'S REGULATION A-820 GRANTING PARENTS THE RIGHT TO INSPECT AND MAKE COPIES OF RECORDS MAINTAINED BY THE SCHOOLS THAT PERTAIN TO THEIR CHILD. ALL INFORMATION CONCERNING OTHER STUDENTS MUST BE DELETED FROM ANY COPIES MADE AVAILABLE TO PARENTS PURSUANT TO THIS PARAGRAPH IN ACCORDANCE WITH THE PROHIBITIONS ON RELEASE CONTAINED IN LAW AND REGULATION. PERSONAL INFORMATION CONCERNING TEACHERS OR OTHER STAFF (E.G. HOME ADDRESS, AGE) MUST ALSO BE DELETED FROM COPIES MADE AVAILABLE TO PARENTS.

O.O.R.S.
Board of Education Control # _____ / _____ / _____