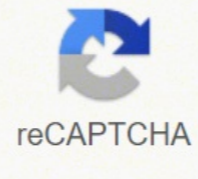




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Incident report sample letter school

[Company Letterhead with Logo]
[Company Address]
[Company Name]

[Name of Addressee]
[Job Title]
[Name of Company]
[Company Address]

[Date]

Dear [Name of Addressee],

Attached with this letter is the report following the incident between [Employee 1 Name] and [Employee 2 Name] on [Date of Incident] in [Department or Location of Incident], which was reported by [Name of Reporting Employee].

Type of Incident:
Participants:
Witnesses:
Time and Location:
Precedence:
Consequence:
Description of Incident:
Measures Taken:

Copies of the incident report shall be provided to the management team as well as the personnel files of the involved employees. Please do not hesitate to come to me with questions or clarifications regarding the report and impending investigation.

Sincerely,

[Name of Sender]
[Position]
[Contact Details]

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TO: April Todd-Malmlov, Executive Director

FROM: Michael Turpin, General Counsel

DATE: September 19, 2013

RE: Broker Roster Email – Incident Response Details

On September 12, 2013, MNSure was notified that an email containing MNSure's broker roster was inadvertently sent to a broker interested in partnering with MNSure. The roster contained personal information, including names, addresses, license numbers and social security numbers, on brokers who filed a notice of intent to partner with MNSure. Immediately upon notification, MNSure activated its incident response procedures. MNSure staff immediately followed up with the recipient of the email and confirmed that the email was deleted and was not further disseminated or its contents further disclosed. MNSure obtained written confirmation that the recipient of the email had not sought to receive this data, that the data was not further disseminated, and that the data was deleted per instructions from MNSure staff. At the consent of the recipient of the email, MNSure coordinated with MN.IT Services to have MN.IT Services staff conduct an in-person analysis of the computer system of the recipient of the email to ensure that file evidence was deleted and not further disseminated.

In response to this incident, the Legal and Compliance Division has begun conducting a unit-by-unit, workstation-by-workstation data privacy and security compliance review to ensure that all appropriate policies and procedures are not only in place, but in practice. Finally, MNSure will conduct a root cause analysis to identify the factors that contributed to this incident and identify any other policies or procedures that can be implemented to prevent this type of incident from occurring in the future.

Data Disseminated

The email contained data on 1587 individual brokers listed on a spreadsheet. The initial report stated that the incident involved 2400 individual broker names, but several brokers were listed twice on the spreadsheet for dual broker and agency



Secondary School Report Form

Instructions: Students should complete Section I and submit the form to their school counselor. Counselors should complete Sections II and III and forward the report form along with the respective admission application to each school to which the student is applying.

SECTION I (to be completed by student) (optional)

Student Name _____

Address _____
State _____ City _____ State _____ Zip _____

Date of Birth _____ SSN* _____

Email _____ Phone _____

I am applying for: Early Decision Early Action Regular Decision Other _____

I recognize the confidential nature of this document and I do don't waive my rights to access.

Student's Signature _____ Date _____

SENIOR YEAR COURSES (if not included on transcript)

First Term Course	Grade	Second Term Course	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION II (to be completed by school counselor—include information only if not included in other student documents)

High School _____ High School CEEB _____

Address _____
State _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Counselor's Name _____ Title _____

Percentage of class attending: Four-Year _____ Two-Year _____ institutions.

Grading scale: 4.0 3.0 other _____ Passing Grade is _____

Student's GPA: Weighted Unweighted

GPA includes (check all that apply): 9th Grade 10th Grade 11th Grade 12th Grade

Student ranks _____ in a class of _____ as of: 9th Grade 10th Grade 11th Grade 12th Grade
 We do not rank

Is the student's course selection: Most Demanding Demanding Average Below Average

INCIDENT REPORT LETTER IN OFFICE

[Date]

[Name of Supervisor]
[Name of Department]
[Name of Company]
[Company street address] [City]
[State] [Zip Code]

Dear Mr./Ms./Mrs. [Name of Supervisor],

I am writing this letter as an official notice that on [Date] at [Time], I was involved in an incident wherein [State type of incident] which occurred in [State area where the incident occurred]. During the said incident, [State names of witnesses] were in the vicinity and they immediately called for help and made sure that I receive the necessary first aid treatment. As a result of the incident, I acquired [State the wound or injury acquired] on my [State the body part where the wound is located].

To shed light on the matter, I requested a footage of the incident with the [State name of the department tasked with the closed-circuit television (CCTV) footage] and I would appreciate your authorization over the said matter. Furthermore, I have enclosed an incident report with this letter fully accounting the details of the incident.

Thank you so much for your assistance over this matter and if you need clarifications, please contact me at [Provide contact number] or email me at [Provide email contact], and I will respond accordingly.

Sincerely yours,

[Signature]
[Name of Employee]
[Job Title]

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Statement, Identification, & Bullying Incident Report Form

Form fields for Name, Address, Date, and other details.

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registration samples1.ã, recreative model of anglehetalhesformato of archivodownload2.ã, relatory ARCHESTALHEES FILH ACCIDENT: 43 KBDownload3.ã, Student Accident Reporting Universit ScriptaleShouldsManagement: 59 KBDownload4. The report generally refers to an accident or injury that occurred within the campus of the school, but also
can belong to any unusual occurrences related to school or student, especially close to errors. The student accident report must provide a brief but concise description of student injuries / accidents during school hourly or while a student is participating in a sponsored and supervised activity. If an injury or student accident occurs, the person
appropriate at the student's school (main, nurse ã school, teacher, coach, etc.) must complete the relation. How to Compose an Accident ã Student Relatório ENT? An accident or incident report needs to include all the essential information about the accident or quasi-accident. Analyze which safety action plans were run to help the person injured.
Analysis and recommendation an in-depth analysis of the causes of the accident and that corrective measures or preventive action plans can be recommended to ensure such an accident does not occur again. Frequently asked is a Document detailing the results of an investigation so a formal complaint is presented or if an incident occurs. The
evidence should be presented to solidify the investigation, as a documented incident report, interview, video, photos, audio tape, e-mail, common school injuries are caused by slips, falls, and trips that would normally happen on a playground, gym class, sports-related activities, or on a school bus.These are statements that address the practice how to
achieve the view ì and are a fundamental means of ensuring that the agreed values underpin day-to-day decisions and ì 3 3. 4 KBDownloadWhat Is a Student Accident Report?A Student Accident Report A formal record of the facts related to an incident. Note that this information ì be used when an investigation is in progress.III. Schools and
universities constantly defend their health and safety policy for the whole student body. Basically, any incident 3 involves these essential details:First, include the essential details about the student and his parents or respondents. Understanding the import of accident notification will help the administration ã determine the root cause of any incident
and implement corrective measures to reduce the risk. Description of the accidentDetermine the sequence of events, if need be, the 3 should be as comprehensive as possible. Make sure you donthave all the essentials covered, what, where, why, when and how. how.

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