

Academic Honesty Incident

Date:

Student Name:

Teacher Name:

Class Name:

Period:

Please complete the following steps before submitting the incident to the Administration:

1. Teacher has discussed the incident with the student (this must take place before submitting the incident to the Administration): _____ Yes
2. Student admits to academic dishonesty: _____ Yes _____ No
3. Teacher has discussed the incident with the student's parent: _____ Yes
4. Parent discussion occurred by: Phone _____ or Email _____
5. Briefly describe the incident:

6. If academic dishonesty is confirmed the student will receive:
_____ No credit for the assignment
_____ Partial credit for the assignment
_____ Other, please specify
_____ Unsure, would like to discuss this with an administrator

Please print and attach any documentation to this cover letter and give it to Noreen Kelliher. Thank You.