

# School Incident Reporting System User's Guide

March 2026

## Contents

<b>About the School Incident Reporting System and Relevant School Code .....</b>	<b>3</b>
<b>Accessing the School Incident Reporting System .....</b>	<b><a href="#">Error! Bookmark not defined.</a></b>
<b>SIRS Main Page .....</b>	<b><a href="#">810</a></b>
<b>Reporting an Incident .....</b>	<b><a href="#">911</a></b>
<b>Incident Information.....</b>	<b><a href="#">1517</a></b>
<b>Offender Information.....</b>	<b>24</b>
<b>Victim Information .....</b>	<b>29</b>
<b>Approving an Entry .....</b>	<b><a href="#">3735</a></b>
<b>Revising a Disapproved Entry .....</b>	<b><a href="#">4139</a></b>
<b>Appendix: Definitions .....</b>	<b><a href="#">4240</a></b>

## About the School Incident Reporting System and Relevant School Code

Illinois Compiled Statutes mandate that certain types of incidents (e.g., drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days after the incident occurred. The Illinois State Board of Education (ISBE), in conjunction with the ISP, has created the School Incident Reporting System (SIRS) to satisfy this requirement. SIRS is a web-based application used by schools to report incidents electronically. Reporting incidents in SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

All public schools are required to report incidents in SIRS. Additionally, all Category 3 nonsectarian, nonpublic schools are required to report incidents in SIRS. Nonsectarian Category 3 entities will have Type codes of 01, 06, or 19 in their RCDTS code. The Type code can be found in the fourth block of numbers in the RCDIS code of an entity.

The School Code mandates incident reporting as follows:

### Firearms in Schools

*(105 ILCS 5/10-27.1A)*

Sec. 10-27.1A. Firearms in schools.

(a) All school officials, including teachers, school counselors, and support staff, shall immediately notify the office of the principal in the event that they observe any person in possession of a firearm on school grounds; provided that taking such immediate action to notify the office of the principal would not immediately endanger the health, safety, or welfare of students who are under the direct supervision of the school official or the school official. If the health, safety, or welfare of students under the direct supervision of the school official or of the school official is immediately endangered, the school official shall notify the office of the principal as soon as the students under his or her supervision and he or she are no longer under immediate danger. A report is not required by this Section when the school official knows that the person in possession of the firearm is a law enforcement official engaged in the conduct of his or her official duties. Any school official acting in good faith who makes such a report under this Section shall have immunity from any civil or criminal liability that might otherwise be incurred as a result of making the report. The identity of the school official making such report shall not be disclosed except as expressly and specifically authorized by law. Knowingly and willfully failing to comply with this Section is a petty offense. A

second or subsequent offense is a Class C misdemeanor.

(b) Upon receiving a report from any school official pursuant to this Section, or from any other person, the principal or his or her designee shall immediately notify a local law enforcement agency. If the person found to be in possession of a firearm on school grounds is a student, the principal or his or her designee shall also immediately notify that student's parent or guardian. Any principal or his or her designee acting in good faith who makes such reports under this Section shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed as a result of making the reports. Knowingly and willfully failing to comply with this Section is a petty offense. A second or subsequent offense is a Class C misdemeanor. If the person found to be in possession of the firearm on school grounds is a minor, the law enforcement agency shall detain that minor until such time as the agency makes a determination pursuant to clause (a) of subsection (1) of Section 5-401 of the Juvenile Court Act of 1987, as to whether the agency reasonably believes that the minor is delinquent. If the law enforcement agency determines that probable cause exists to believe that the minor committed a violation of item (4) of subsection (a) of Section 24-1 of the Criminal Code of 2012 while on school grounds, the agency shall detain the minor for processing pursuant to Section 5-407 of the Juvenile Court Act of 1987.

(c) On or after January 1, 1997, upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel, the superintendent or his or her designee shall report all such firearm-related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Illinois State Police in a form, manner, and frequency as prescribed by the Illinois State Police.

The State Board of Education shall receive an annual statistical compilation and related data associated with incidents involving firearms in schools from the Illinois State Police. The State Board of Education shall compile this information by school district and make it available to the public.

(d) As used in this Section, the term "firearm" shall have the meaning ascribed to it in Section 1.1 of the Firearm Owners Identification Card Act.

As used in this Section, the term "school" means any public or private elementary or secondary school.

As used in this Section, the term "school grounds" includes the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity, or any public way within 1,000 feet of the real property comprising any school.

(Source: P.A. 102-197, eff. 7-30-21; 102-538, eff. 8-20-21; 102-813, eff. 5-13-22.)

*(105 ILCS 5/34-8.05)*

Sec. 34-8.05. Reporting firearms in schools. On or after January 1, 1997, upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel, the general superintendent or his or her designee shall report all such firearm-related incidents occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police in a form, manner, and frequency as prescribed by the Illinois State Police.

The State Board of Education shall receive an annual statistical compilation and related data associated with incidents involving firearms in schools from the Illinois State Police. As used in this Section, the term "firearm" shall have the meaning ascribed to it in Section 1.1 of the Firearm Owners Identification Card Act.

## Reporting Drug-Related Incidents

*(105 ILCS 5/10-27.1B)*

Sec. 10-27.1B. Reporting drug-related incidents in schools.

(a) In this Section:

"Drug" means "cannabis" as defined under subsection (a) of Section 3 of the Cannabis Control Act, "narcotic drug" as defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, or "methamphetamine" as defined under Section 10 of the Methamphetamine Control and Community Protection Act.

"School" means any public or private elementary or secondary school.

(b) Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel, the superintendent or his or her designee, or other appropriate administrative officer for a private school, shall report all such drug-related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Illinois State Police in a form, manner, and frequency as prescribed by the Illinois State Police.

(c) The State Board of Education shall receive an annual statistical compilation and related data associated with drug-related incidents in schools from the Illinois State Police. The State Board of Education shall compile this information by school district and make it available to the public.

## Attacks on School Personnel

*(105 ILCS 5/10-21.7)*

Sec. 10-21.7. Attacks on school personnel.

(a) In the Section, "school" means any public or private elementary or secondary school.

(b) Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year. The State Board of Education shall report data by school district, as collected from school districts, in an annual report of attacks on school personnel and make it available to the public via its website. The local law enforcement

authority shall, by March 1 of each year, report the required data from the previous year to the Illinois State Police's Illinois Uniform Crime Reporting Program.

## SIRS Main Page

The SIRS main page provides a brief overview of and links to the Illinois Compiled Statutes, which mandate the reporting of certain school incidents. You can report a new incident by clicking “Report an Incident” on the right-hand side of the page. You also can update or approve an existing incident by clicking the “Update/Approve an Incident” button. There are four basic categories of information that may be associated with an incident:

- Information about the incident
- Information about the offender(s)
- Information about the offense(s) committed
- Information about the victim(s)

**ILLINOIS STATE BOARD OF EDUCATION** **School Incident Reporting System** SIRS Home | ISBE HOME | LOGOUT SESSION TIMEOUT 19:58

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

Illinois Compiled Statutes mandate that certain types of incidents occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police. These statutes include:

- [105 ILCS 5/10-21.7 - Attacks on School Personnel](#);
- [105 ILCS 5/10-27.1A - Firearms in Schools](#);
- [105 ILCS 5/10-27.1B - Reporting Drug-related Incidents in Schools](#); and
- [105 ILCS 5/34-8.05 - Reporting Firearms in Schools](#).

There are four basic categories of information that may be associated with an incident:

- Information about the incident (date, time, location, etc.);
- Information about the offender(s) or suspect(s) (age, gender, race, etc.);
- Information about the offense committed (type of offense, type of drug or weapon involved, etc.); and
- Information about the victim(s) of the offense (age, gender, race, injuries, etc.).

Select "Report an Incident" to enter information about a new incident.

**Report an Incident**

Select "Modify an Incident" to modify information about an existing incident.

**Update / Approve an Incident**

## Reporting an Incident


The first screen you will see after you click on “Report an Incident” asks for general information regarding the incident. An “incident” is defined as one or more offenses, or crimes, committed by an offender at the same time and location. “Same time and location” means that the time interval between the offenses and the distance between the locations where they occurred were insignificant.

Serving schools/districts are responsible for entering incidents into SIRS to ensure accurate geographic placement. Home districts must ensure that the serving school/district has entered the incident into SIRS. However, home districts are not required to report incidents that occur outside of their district. Incidents reported outside of the home district will not be linked to the home district or school within SIRS or the Attacks on School Personnel Report.

Student involvement is not required for reporting staff incidents.

Districts are required to report verified allegations of bullying and harassment to ISBE. If an incident of student-on-student battery is classified as bullying, it must be reported to ISBE. Please note that these incidents are not reported through SIRS; instead, they follow a separate reporting process. Districts can reach out to [BullyingPolicy@isbe.net](mailto:BullyingPolicy@isbe.net) and visit the [ISBE Bullying Prevention webpage](#) if they have any questions related to bullying/harassment reporting.

**Choose the school where the incident occurred:** SIRS will list the schools in your district based on your IWAS information. Select the school where the incident occurred from the dropdown menu.

 **ILLINOIS STATE BOARD OF EDUCATION**

[SIRS Home](#) | [ISBE HOME](#) | [LOGOUT](#)

## School Incident Reporting System

SESSION TIMEOUT **19:50**

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**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School


System messages will be displayed here.

**This screen is used to capture general information regarding the incident.**

**Choose the school where the incident occurred.**

**Enter the first name of the superintendent or contact person for the school where the incident occurred.**

**Enter the last name of the superintendent or contact person for the school where the incident occurred.**

**Enter the date (mm/dd/yyyy) the incident occurred.**  

**Enter the time the incident occurred.**

**Where did the incident occur?**

**Is this incident gang related?**     No     Yes     Unknown

**Report Number**  [Incident Summary](#)

**Contact information:** Enter the first and last name of the superintendent or other contact person for the school in the relevant boxes. This should be who to contact should any questions arise regarding the incident.

**Date and time of the incident:** Click on the calendar icon and select the date the incident occurred from the displayed calendar. If the incident date is unknown, use the date the incident was first discovered or reported. Report the time of the incident; if the time of the incident is unknown, select “unknown.”

The screenshot shows the 'School Incident Reporting System' interface. At the top, there is a navigation bar with 'SIRS Home', 'ISBE HOME', and 'LOGOUT' links. The main header includes the Illinois State Board of Education logo and the title 'School Incident Reporting System'. A session timeout indicator shows '19:58'. Below the header, user information is displayed: 'RCDTS: 51-084-0150-26-0001', 'Name: Williamsville CUSD 15', 'Authority: RCDT Document Author', 'County: Sangamon', and 'School: Williamsville High School'. A yellow message box states 'System messages will be displayed here.' Below this, a heading reads 'This screen is used to capture general information regarding the incident.' The form contains several fields: a dropdown menu for 'Choose the school where the incident occurred.', text input fields for 'Enter the first name of the superintendent or contact person for the school where the incident occurred.' and 'Enter the last name of the superintendent or contact person for the school where the incident occurred.', a date picker for 'Enter the date (mm/dd/yyyy) the incident occurred.', a dropdown menu for 'Enter the time the incident occurred.', another dropdown menu for 'Where did the incident occur?', and radio buttons for 'Is this incident gang related?' with options 'No', 'Yes', and 'Unknown'. At the bottom, there is a 'Report Number' field with the value '0', a link to 'Incident Summary', and buttons for 'Delete', 'Back', 'Next', 'Save', and 'Submit'.

**Location of incident:** Select the location from the dropdown list that best describes where the incident occurred. There are five location options:

1. Inside the school,
2. Non-school property,
3. On school grounds,
4. At a school function that is not on or in school property, or
5. On school transportation (owned, leased, or contracted).

Choose “Non School Property” for locations such as a restaurant parking lot, movie theater, etc. For example, a teacher is assaulted in a restaurant parking lot by a student during a field trip. Even though the incident did not occur on school property, the incident occurred during a school-sponsored field trip and should be entered into SIRS.

# School Incident Reporting System

SESSION TIMEOUT 19:29

**Welcome!**  
District User

- [About SIRS](#)
- [User's Guide and Definitions](#)
- [Close Window](#)

RCDTS: 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

System messages will be displayed here.

**This screen is used to capture general information regarding the incident.**

Choose the school where the incident occurred.

Enter the first name of the superintendent or contact person for the school where the incident occurred.

Enter the last name of the superintendent or contact person for the school where the incident occurred.

Enter the date (mm/dd/yyyy) the incident occurred.


Enter the time the incident occurred.

Where did the incident occur?

Is this incident gang related?  
 [Incident](#)

- Inside School
- Non School Property
- On School Grounds
- School Function not in or on School Property
- School Transportation (owned, leased or contracted)

**Gang-related incident:** Indicate whether the incident was gang-related by selecting the appropriate button. “Gang-related” is defined in the Appendix at the end of this guide.

 **School Incident Reporting System** SIRS Home | ISBE HOME | LOGOUT SESSION TIMEOUT 19:30

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School


System messages will be displayed here.

**This screen is used to capture general information regarding the incident.**

Choose the school where the incident occurred.

Enter the first name of the superintendent or contact person for the school where the incident occurred.

Enter the last name of the superintendent or contact person for the school where the incident occurred.

Enter the date (mm/dd/yyyy) the incident occurred.  

Enter the time the incident occurred.

Where did the incident occur?

Is this incident gang related?  No  Yes  Unknown

Report Number  [Incident Summary](#)

## Incident Information

**Incident summary:** At any time while entering an incident into SIRS, you can select the “Incident Summary” button to view a report of the currently entered information regarding the incident.

**Next:** Once the required information on each page has been entered, select the “Next” button to proceed. Selecting “Next” will save the information and advance screens.

**Save:** SIRS times out after 20 minutes. Selecting the “Save” button will save the information currently entered. If you have logged out, you can edit a partially completed incident report by logging back on and selecting “Modify an Incident” to complete the entry.

# School Incident Reporting System

SESSION TIMEOUT 19:30

**Welcome!**  
District User

- [About SIRS](#)
- [User's Guide and Definitions](#)
- [Close Window](#)

**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School


System messages will be displayed here.

**This screen is used to capture general information regarding the incident.**

Choose the school where the incident occurred.

Enter the first name of the superintendent or contact person for the school where the incident occurred.

Enter the last name of the superintendent or contact person for the school where the incident occurred.

Enter the date (mm/dd/yyyy) the incident occurred.  


Enter the time the incident occurred.

Where did the incident occur?

Is this incident gang related?     No     Yes     Unknown

Report Number  [Incident Summary](#)

**System message box:** After “Next” is selected, the system will check the information for completion prior to proceeding to the next page. Messages indicating missing or incorrect information are displayed in the system message box above the data entry fields. The missing or incorrect information must be changed before advancing to the offense screen.



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## School Incident Reporting System

SIRS Home | ISBE HOME | LOGOUT  
SESSION TIMEOUT 19:58

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTs:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School

Please choose the location where the incident occurred.

**This screen is used to capture general information regarding the incident.**

**Choose the school where the incident occurred.**

**Enter the first name of the superintendent or contact person for the school where the incident occurred.**

**Enter the last name of the superintendent or contact person for the school where the incident occurred.**

**Enter the date (mm/dd/yyyy) the incident occurred.**

**Enter the time the incident occurred.**

**Where did the incident occur?**

**Is this incident gang related?**     No     Yes     Unknown

**Report Number**  [Incident Summary](#)

This screen is used to capture the general information regarding the offense committed during the incident. Depending on the offense type, the system will prompt you for additional information. Drug-related offenses require the entry of “Drug type” and “Overdose.” An attack on school personnel or firearm-related offense requires the “weapon type.” The Appendix provides information regarding offense types, drug types, and weapons.

**Offense committed:** First, select the offense type that describes what happened during the incident.

**ILLINOIS STATE BOARD OF EDUCATION** | SIRS Home | ISBE HOME | LOGOUT

## School Incident Reporting System

SESSION TIMEOUT 19:56

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the offense committed.**

**What type of offense was committed?**

**If drugs were involved, please select the type.**

**If drugs were involved, was there a student overdose associated with this incident?**

**If a weapon was involved, please select the type.**

**Was the weapon discharged?**

**Were other offenses committed at the same time this offense was committed?**

**Report Number**  [Incident Summary](#)

- Aggravated Assault
- Aggravated Battery
- Criminal Sexual Assault
- Manufacture of Drugs
- Murder
- Possession of Drugs
- Possess/Use/Deliver or Sale of Drug Paraphernalia
- Sale or Delivery of Drugs
- Unlawful Possession of a Weapon
- Unlawful Sale of a Weapon
- Unlawful Use of a Weapon
- Use of Drugs

The “drug type” field must be filled in for drug-related offenses. Weapons-related fields cannot be edited for drug-related offenses.

**Drug type:** Select the suspected drug type involved in the incident from the dropdown list. In some instances, the drug type may not be determined at the time of the incident and “Unknown Drug Type” can be selected in these cases. When the type of drug is not in the dropdown list, select “other drug than those listed.” Note that “inhalants” refers to the type of drug and not the method of use — so, for example, an incident that reports a student vaping cannabis would report “cannabis/marijuana/hashish” and not “inhalants.”

# School Incident Reporting System

SESSION  
TIMEOUT 19:57

**Welcome!**  
District User

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[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

This screen is used to capture information regarding the offense committed.

What type of offense was committed?

Possession of Drugs

If drugs were involved, please select the type.

If drugs were involved, was there a student overdose associated with this incident?

If a weapon was involved, please select the type.


Was the weapon discharged?

Were other offenses committed at the same time this offense was committed?

Report Number  [Incident](#)

- Alcohol
- Cannabis/Marijuana/Hashish
- Cocaine (including Crack)
- Depressants
- Drug Paraphernalia (pipe, "one-hitter", etc.)
- Ecstasy, "Rave" type drugs
- Hallucinogens
- Heroin
- Inhalants
- Methamphetamine/Amphetamine
- No Drugs
- Steroids
- Stimulants
- Unknown Drug Type
- Other Drug Than Those Listed

**Overdose:** Indicate if an overdose occurred during a drug-related incident. The definition of an overdose is provided in the Appendix.

 **School Incident Reporting System** SIRS Home | ISBE HOME | LOGOUT SESSION TIMEOUT 19:52

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

**This screen is used to capture information regarding the offense committed.**

**What type of offense was committed?** Possession of Drugs

**If drugs were involved, please select the type.** Unknown Drug Type

**If drugs were involved, was there a student overdose associated with this incident?**  No  Yes  Unknown

**If a weapon was involved, please select the type.** Unarmed - No Weapon

**Was the weapon discharged?**  No  Yes  Unknown

**Were other offenses committed at the same time this offense was committed?**  No  Yes  Unknown

**Report Number** 69322 [Incident Summary](#)

The “Weapon Type” field must be filled in for incidents that involve an attack on school personnel or the use of weapons. The drug-related fields cannot be selected or changed by the user.

**Weapon type:** Select the type of weapon that best describes the weapon involved in the incident.

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SIRS Home | ISBE HOME | LOGOUT

# School Incident Reporting System

SESSION TIMEOUT 19:55

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTs:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

**This screen is used to capture information regarding the offense committed.**

**What type of offense was committed?** Aggravated Assault

**If drugs were involved, please select the type.** No Drugs

**If drugs were involved, was there a student overdose associated with this incident?**  No  Yes  Unknown

**If a weapon was involved, please select the type.**

**Was the weapon discharged?**

**Were other offenses committed at the same time this offense was committed?**

**Report Number** 69322 **Incident**

- Asphyxiation (suffocation, strangulation, etc.)
- Blunt Object (club, hammer, etc.)
- Drugs, Narcotics, Sleeping Pills
- Explosives
- Firearm - type not known
- Fire/Incendiary Device
- Handgun
- Hand Tool (screwdriver, wrench, etc.)
- Knife/Cutting Instrument (ax, switchblade, etc.)
- Ligature (rope, belt, etc.)
- Motor Vehicle - when used as a weapon
- Other Firearm
- Poison
- Pretend Weapon
- Rifle
- Sharp Object (broken glass, branch, etc.)
- Shotgun
- Unarmed - No Weapon
- Unknown

**Weapon discharged:** Indicate whether a firearm was discharged during incidents that involve the use of a weapon that is considered to be a firearm (e.g., handgun, shotgun, etc.).

**Other offenses:** Indicate whether additional offenses were committed during the incident by selecting the appropriate button. If you select “Yes,” please submit an additional incident report for each incident.

**Back:** Selecting the “Back” button will navigate the user from the offense screen to the incident date and location screen.


The screenshot displays the 'School Incident Reporting System' interface. At the top, there is a navigation bar with links for 'SIRS Home', 'ISBE HOME', and 'LOGOUT'. The main header includes the Illinois State Board of Education logo and the system title. A session timeout indicator shows '19:53'. Below the header, a summary bar provides details: 'RCDTS: 51-084-0150-26-0001', 'Name: Williamsville CUSD 15', 'Authority: RCDT Document Author', 'County: Sangamon', and 'School: Williamsville High School'. A left sidebar contains a 'Welcome!' message for a 'District User' and links for 'About SIRS', 'User's Guide and Definitions', and 'Close Window'. The main content area features a yellow banner with the text: 'This screen is used to capture information regarding the offense committed.' Below this, several form fields are present: 'What type of offense was committed?' (dropdown menu with 'Aggravated Assault' selected), 'If drugs were involved, please select the type.' (dropdown menu with 'No Drugs' selected), 'If drugs were involved, was there a student overdose associated with this incident?' (radio buttons for 'No', 'Yes', and 'Unknown'), 'If a weapon was involved, please select the type.' (dropdown menu with 'Firearm - type not known' selected), 'Was the weapon discharged?' (radio buttons for 'No', 'Yes', and 'Unknown', with 'Unknown' selected), and 'Were other offenses committed at the same time this offense was committed?' (radio buttons for 'No', 'Yes', and 'Unknown', with 'Unknown' selected). At the bottom, there is a 'Report Number' field containing '69322', followed by a link for 'Incident Summary' and buttons for 'Delete', 'Back', 'Next', 'Save', and 'Submit'.

Once all information has been entered in the offense screen, click Next to navigate to the offender information screen.

## Offender Information

This screen is used to capture general information about the offender(s) or suspect(s) who committed the offense.

**Offender/suspect student status:** Indicate whether the offender or suspect is a student of the school where the incident occurred or where the victim(s) attend or work by selecting the appropriate option.

 **School Incident Reporting System** SIRS Home | ISBE HOME | LOGOUT

SESSION TIMEOUT 19:55

**RCDTs:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the offender(s).**

ID	Student?	Gender	Race	Age
----	----------	--------	------	-----

**Is the offender or suspect a student at the school where the incident occurred?**  No  Yes  Unknown

**What is the age of the offender or suspect?**

**What is the gender of the offender or suspect?**  Male  Female  Non-Binary

**What is the race of the offender or suspect?**

**What action did the school take against the offender or suspect regarding this offense?**

[Reset Data](#)

**Report Number**  [Incident Summary](#)

**Offender/suspect age:** Enter the age of the offender or suspect in the box. If the age is unknown, enter an estimated age. For example, if the offender appears to be between 11 and 15 years of age, enter 13.

**Offender/suspect gender:** Indicate the gender of the offender or suspect by selecting the appropriate button.

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# School Incident Reporting System

SESSION TIMEOUT 19:55

**Welcome!**  
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[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the offender(s).**

ID	Student?	Gender	Race	Age
----	----------	--------	------	-----

**Is the offender or suspect a student at the school where the incident occurred?**  No  Yes  Unknown

**What is the age of the offender or suspect?**

**What is the gender of the offender or suspect?**  Male  Female  Non-Binary

**What is the race of the offender or suspect?**

**What action did the school take against the offender or suspect regarding this offense?**

**Report Number**  [Incident Summary](#)

**Offender/suspect race:** Select the race of the offender or suspect from the dropdown list. Select unknown if the race of the offender or suspect is unknown. The available options include American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, White, and Unknown.

**ILLINOIS STATE BOARD OF EDUCATION** | SIRS Home | ISBE HOME | LOGOUT

## School Incident Reporting System

SESSION TIMEOUT 19:43

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTs:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the offender(s).**

ID	Student?	Gender	Race	Age
		<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Unknown		
<b>Is the offender or suspect a student at the school where the incident occurred?</b>				
<b>What is the age of the offender or suspect?</b>		<input type="text"/>		
<b>What is the gender of the offender or suspect?</b>		<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-Binary		
<b>What is the race of the offender or suspect?</b>		<input type="text"/>		
<b>What action did the school take against the offender or suspect regarding this offense?</b>		<input type="text"/>		
<b>Report Number</b>	<input type="text" value="69324"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reset

Incident

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- White
- Unknown

**Action taken:** Select the action taken against the offender or suspect from the dropdown menu. Select “Other Action Taken (not Listed Above)” if the action taken is unknown.

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# School Incident Reporting System

SESSION TIMEOUT 19:51

**Welcome!**  
District User  
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[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

**This screen is used to capture information regarding the offender(s).**

ID	Student?	Gender	Race	Age
----	----------	--------	------	-----

**Is the offender or suspect a student at the school where the incident occurred?**  No  Yes  Unknown

**What is the age of the offender or suspect?**

**What is the gender of the offender or suspect?**  Male  Female  Non-Binary

**What is the race of the offender or suspect?**

**What action did the school take against the offender or suspect regarding this offense?**

**Report Number**  **Incident**

- Arrested as a Result of this Incident
- Detention
- Expulsion
- Incident Documented, No Further Action Taken
- Suspension
- Other Action Taken (not Listed Above)

Once the action taken against the offender has been chosen, click “Next” to proceed to the victim information if the incident involved weapons or was an attack on school personnel. If the incident was related to drugs, you can save the information and enter the information about additional offenders, if applicable, by clicking “Save.” If you click ”Save,” you can view the information you entered about the other offenders in the table shown. You can select “Edit” on that table to edit the information about the offender in question or “Delete” to delete the entry for that offender.

Select “Reset Data” at the bottom of the screen to clear the in-progress information about the offender without clearing the information about previously entered offenders. If the incident has one offender or suspect and is related to drugs (that is, there is no victim to report), click “Submit.”

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## School Incident Reporting System

SESSION TIMEOUT 19:57

**Welcome!**  
District User  
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[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the offender(s).**

	ID	Student?	Gender	Race	Age
<a href="#">Edit</a> <a href="#">Delete</a>	73015	No	Male	Unknown	17

Is the offender or suspect a student at the school where the incident occurred?     No     Yes     Unknown

What is the age of the offender or suspect?   

What is the gender of the offender or suspect?     Male     Female     Non-Binary

What is the race of the offender or suspect?     ▼

What action did the school take against the offender or suspect regarding this offense?   


[Reset Data](#)

Report Number     [Incident Summary](#)    [Delete](#)    [Back](#)    [Next](#)    [Save](#)    [Submit](#)

## Victim Information

This screen is used to capture general information regarding the victim(s) of the offense committed during the incident. Victim information is required only for aggravated assault, aggravated battery, criminal sexual assault, and murder offenses. Once the information is entered and the “Save” button is selected, the information will be displayed in a table as with offenders. Clicking “Save” will also allow you to submit information about another victim.

**Victim demographics:** Provide the age, gender, and race of the victim this screen.

 **School Incident Reporting System** SIRS Home | ISBE HOME | LOGOUT

SESSION TIMEOUT 19:58

**RCDS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the victim(s) of the offense.**

ID	Age	Gender	Race	Status
----	-----	--------	------	--------

**What is the age of the victim?**

**What is the gender of the victim?**  Male  Female  Non-Binary


**What is the race of the victim?**  ▼

**What type of injury did the victim sustain?**  ▼

**What type of school personnel is the victim?**  ▼

**Report Number**  [Incident Summary](#)

**Injury type:** Select the type of injury from the dropdown menu that best describes the injury sustained by the victim in question. Select the most serious type of injury if there were multiple injuries.



# School Incident Reporting System

[SIRS Home](#) | [ISBE HOME](#) | [LOGOUT](#)

SESSION TIMEOUT 19:55

**Welcome!**  
District User

[About SIRS](#)

[User's Guide and Definitions](#)

[Close Window](#)

**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author

**County:** Sangamon    **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the victim(s) of the offense.**

ID	Age	Gender	Race	Status

**What is the age of the victim?**

**What is the gender of the victim?**     Male     Female     Non-Binary

**What is the race of the victim?**

**What type of injury did the victim sustain?**

**What type of school personnel is the victim?**

- Apparent Broken Bones
- Apparent Minor Injury
- Killed
- Loss of Teeth
- None
- Other Major Injury
- Possible Internal Injury
- Severe Laceration
- Shot, not Killed
- Unconsciousness
- Unknown

**Victim type:** Select the option from the dropdown menu that best describes the victim’s relationship to the school where the incident occurred. The victim must fall under one of these choices in order for the incident to be considered a reportable incident. The incident should not be reported if the victim is not associated with the school.

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## School Incident Reporting System

SIRS Home | ISBE HOME | LOGOUT

SESSION TIMEOUT 19:57

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District User

[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the victim(s) of the offense.**

	ID	Age	Gender	Race	Status
<p><b>What is the age of the victim?</b> <input style="width: 100%;" type="text"/></p>					
<p><b>What is the gender of the victim?</b>    <input type="radio"/> Male    <input type="radio"/> Female    <input type="radio"/> Non-Binary</p>					
<p><b>What is the race of the victim?</b> <input style="width: 100%;" type="text"/></p>					
<p><b>What type of injury did the victim sustain?</b> <input style="width: 100%;" type="text"/></p>					
<p><b>What type of school personnel is the victim?</b> <input style="width: 100%;" type="text"/></p>					


**Report Number**

[Incident](#)

[Reset](#)

- Victim was Another Student
- Victim was Individual Other Than School Administrator, Other School Personnel, Teacher, or Another Student
- Victim was Other School Personnel
- Victim was School Administrator
- Victim was Teacher

**Save or submit:** The victim screen permits you to enter additional victims by clicking “Save.” Select “Submit” to submit the report. Once the report is submitted, the system will check it for errors before it is sent for approval by your district.



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# School Incident Reporting System

[SIRS Home](#) | [ISBE HOME](#) | [LOGOUT](#)

**Welcome!**  
District User

[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School

Data saved successfully.

**This screen is used to capture information regarding the victim(s) of the offense.**

ID	Age	Gender	Race	Status
----	-----	--------	------	--------

**What is the age of the victim?**

**What is the gender of the victim?**     Male     Female     Non-Binary

**What is the race of the victim?**

**What type of injury did the victim sustain?**

**What type of school personnel is the victim?**

**Report Number**  [Incident Summary](#)

**Submitted incident:** Once the incident report has been submitted successfully, it will be reported in the system messages screen. Click “Refresh” on this screen to reload the most recent data or “New Incident” to report a separate incident (or to report an additional offense from the previous incident, which will be reported as a separate incident). You also may click “Close Window” to close the current SIRS window. You also may search for previously reported incidents by your district by incident report number or by the date of an incident. If there are previous incidents that meet that criteria, they will be reported in a table below the search functions.

# School Incident Reporting System

SESSION TIMEOUT 19:39

**Welcome!**  
District User

- [About SIRS](#)
- [User's Guide and Definitions](#)
- [Close Window](#)

**RCDS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School

Incident Number 69322 was submitted successfully.

**The grid below has been filled with the most recent incident reports entered by your district. Click the incident date to modify the incident or click the report number for a summary of the incident.**

Refresh

New Incident

To search for an existing incident report, please enter the report number and select search.

Search

If the report number is not known, enter the date of the incident and select search.



Search

Incident Date	Report Number	Status	School Name	Last Modified By
<a href="#">03/03/2025</a>	<a href="#">69322</a>	Submitted Pending Approval	Sherman Elem School	districtuser
<a href="#">02/28/2025</a>	<a href="#">69321</a>	Disapproved	Sherman Elem School	rcdtuser
<a href="#">02/28/2025</a>	<a href="#">69320</a>	Draft	Sherman Elem School	districtuser
<a href="#">02/28/2025</a>	<a href="#">69318</a>	Submitted	Sherman Elem School	rcdtuser

A listing of all entries for a district are displayed in a table under the search functions. There are four statuses for these submissions:

1. **Draft:** The entry has not been submitted and may be modified by the user by selecting the incident date in the table. Selecting the incident report number will show a summary table of the incident.
2. **Submitted Pending Approval:** The entry is complete and ready for the approval process.
3. **Submitted:** The entry has been approved by the appropriate administrator. Select the incident date from the display table and choose “Revise” to modify an incident in “Submitted” status. The incident may be modified and will be assigned a new report number. The status will be changed to “Submitted Pending Approval.”
4. **Disapproved:** The entry was submitted, but the administrator did not approve. It must be revised and resubmitted for approval by selecting the incident date and then clicking on “Revise.”

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001 **Name:** Williamsville CUSD 15 **Authority:** RCDT Document Author  
**County:** Sangamon **School:** Williamsville High School

Incident Number 69322 was submitted successfully.

The grid below has been filled with the most recent incident reports entered by your district. Click the incident date to modify the incident or click the report number for a summary of the incident.

Refresh

New Incident

To search for an existing incident report, please enter the report number and select search.

Search

If the report number is not known, enter the date of the incident and select search.



Search

Incident Date	Report Number	Status	School Name	Last Modified By
<a href="#">03/03/2025</a>	<a href="#">69322</a>	Submitted Pending Approval	Sherman Elem School	districtuser
<a href="#">02/28/2025</a>	<a href="#">69321</a>	Disapproved	Sherman Elem School	rcdtuser
<a href="#">02/28/2025</a>	<a href="#">69320</a>	Draft	Sherman Elem School	districtuser
<a href="#">02/28/2025</a>	<a href="#">69318</a>	Submitted	Sherman Elem School	rcdtuser

## Approving an Entry

Each entry submitted to the system must be reviewed and approved by at least one administrator. The access level of the submitter will determine the level(s) of approval. Entries made by school doc author access will require approvals by both the school administrator and the district administrator. Entries made by district doc author or school administrator access levels will require approval of the district administrator.

Select “Update/Approve an Incident” from the main screen to begin the approval process.

The screenshot shows the 'School Incident Reporting System' interface. At the top, there is a navigation bar with 'SIRS Home', 'ISBE HOME', and 'LOGOUT' links. The main header features the Illinois State Board of Education logo and the title 'School Incident Reporting System'. A session timeout indicator shows '19:58'. Below the header, a user information bar displays 'RCDTS: 51-084-0150-26-0000', 'Name: Williamsville CUSD 15', and 'Authority: RCDT Admin'. A 'County: Sangamon' label is also present. On the left, a sidebar contains a 'Welcome!' message for 'ISBE RCDT Tester' and links for 'About SIRS', 'User's Guide and Definitions', and 'Close Window'. The main content area is divided into two columns. The left column contains text about Illinois Compiled Statutes mandating incident reporting, listing four categories: 'Attacks on School Personnel', 'Firearms in Schools', 'Reporting Drug-related Incidents in Schools', and 'Reporting Firearms in Schools'. Below this, it lists four basic categories of information associated with an incident: date/time/location, offender/suspect details, offense details, and victim details. The right column contains instructions to 'Report an Incident' and 'Modify an Incident', each with a corresponding button. The 'Update / Approve an Incident' button is highlighted with a red rectangular border.

**ILLINOIS STATE BOARD OF EDUCATION** | **School Incident Reporting System** | SIRS Home | ISBE HOME | LOGOUT | SESSION TIMEOUT 19:58

**Welcome!** ISBE RCDT Tester

**RCDTS:** 51-084-0150-26-0000 | **Name:** Williamsville CUSD 15 | **Authority:** RCDT Admin

**County:** Sangamon

[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

Illinois Compiled Statutes mandate that certain types of incidents occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police. These statutes include:

- [105 ILCS 5/10-21.7 - Attacks on School Personnel;](#)
- [105 ILCS 5/10-27.1A - Firearms in Schools;](#)
- [105 ILCS 5/10-27.1B - Reporting Drug-related Incidents in Schools;](#) and
- [105 ILCS 5/34-8.05 - Reporting Firearms in Schools.](#)

There are four basic categories of information that may be associated with an incident:

- Information about the incident (date, time, location, etc.);
- Information about the offender(s) or suspect(s) (age, gender, race, etc.);
- Information about the offense committed (type of offense, type of drug or weapon involved, etc.); and
- Information about the victim(s) of the offense (age, gender, race, injuries, etc.).


Select "Report an Incident" to enter information about a new incident.

[Report an Incident](#)

Select "Modify an Incident" to modify information about an existing incident.

[Update / Approve an Incident](#)

Once you select “Update/Approve an Incident,” you will be taken to the post-submission page where you can view submissions you have the authority level to approve or disapprove. Click on the incident date of the relevant incident to begin the approval or disapproval process.



# School Incident Reporting System

[SIRS Home](#) | [ISBE HOME](#) | [LOGOUT](#)

SESSION TIMEOUT **19:58**

**Welcome!** ISBE  
RCDT Tester

[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTs:** 51-084-0150-26-0000      **Name:** Williamsville CUSD 15      **Authority:** RCDT Admin  
**County:** Sangamon

**The grid below has been filled with the most recent incident reports entered by your district. Click the incident date to modify the incident or click the report number for a summary of the incident.**

**To search for an existing incident report, please enter the report number and select search.**

**If the report number is not known, enter the date of the incident and select search.**

**To view a list of incidents awaiting your approval, select view approvals.**

Incident Date	Report Number	Status	School Name	Last Modified By
<a href="#">03/03/2025</a>	<a href="#">69322</a>	Submitted Pending Approval	Sherman Elem School	districtuser
<a href="#">02/28/2025</a>	<a href="#">69321</a>	Disapproved	Sherman Elem School	rctduser
<a href="#">02/28/2025</a>	<a href="#">69320</a>	Draft	Sherman Elem School	districtuser
<a href="#">02/28/2025</a>	<a href="#">69318</a>	Submitted	Sherman Elem School	rctduser

Once you have selected an incident for approval or disapproval, you can review the entry for accuracy and completeness. Once the entry has been reviewed, it may be approved or disapproved.

**ILLINOIS STATE BOARD OF EDUCATION** SIRS Home | ISBE HOME | LOGOUT

## School Incident Reporting System

SESSION TIMEOUT 19:56

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**RCDTs:** 51-084-0150-26-0000      **Name:** Williamsville CUSD 15      **Authority:** RCDT Admin  
**County:** Sangamon

System messages will be displayed here.

**This screen is used to capture general information regarding the incident.**

**Choose the school where the incident occurred.** Sherman Elem School

**Enter the first name of the superintendent or contact person for the school where the incident occurred.** Emily

**Enter the last name of the superintendent or contact person for the school where the incident occurred.** Johnson

**Enter the date (mm/dd/yyyy) the incident occurred.** 03/03/2025

**Enter the time the incident occurred.** Unknown


**Where did the incident occur?** Inside School

**Is this incident gang related?**  No  Yes  Unknown

**Report Number** 69322      [Incident Summary](#)      Delete      **Back**      **Next**      Disapprove      **Approve**

A message will be displayed once the entry has been approved or disapproved. If disapproved, the person who made the entry will receive an email advising them of the disapproval and the status of the incident will be changed. If approved, the message box will display a message stating the approval.

SIRS Home | ISBE HOME | LOGOUT



# School Incident Reporting System

SESSION TIMEOUT 19:45

**Welcome!** ISBE RCDT Tester

[About SIRS](#)

[User's Guide and Definitions](#)

[Close Window](#)

**RCDTS:** 51-084-0150-26-0000      **Name:** Williamsville CUSD 15      **Authority:** RCDT Admin

**County:** Sangamon

Incident Number 69322 was disapproved successfully.

**The grid below has been filled with the most recent incident reports entered by your district. Click the incident date to modify the incident or click the report number for a summary of the incident.**

Refresh
New Incident

**To search for an existing incident report, please enter the report number and select search.**

Search

**If the report number is not known, enter the date of the incident and select search.**

Search

**To view a list of incidents awaiting your approval, select view approvals.**

View Approvals

Incident Date	Report Number	Status	School Name	Last Modified By
<a href="#">03/03/2025</a>	<a href="#">69322</a>	Disapproved	Sherman Elem School	rcdtuser
<a href="#">02/28/2025</a>	<a href="#">69321</a>	Disapproved	Sherman Elem School	rcdtuser
<a href="#">02/28/2025</a>	<a href="#">69320</a>	Draft	Sherman Elem School	districtuser
<a href="#">02/28/2025</a>	<a href="#">69318</a>	Submitted	Sherman Elem School	rcdtuser

## Revising a Disapproved Entry

During the approval process the school and district administrators have the option to disapprove an incident. This option can be used by administrators to send the incident entry back to the doc author for corrections. If an incident is disapproved, it must be revised and resubmitted for approval by opening the incident record and then clicking on “Revise.” The “Revise” button can be found in the bottom right corner of the incident details after the administrator has disapproved the record.

SIRS Home | ISBE HOME | LOGOUT

**ILLINOIS STATE BOARD OF EDUCATION**

# School Incident Reporting System

SESSION TIMEOUT 19:55

**Welcome!**  
District User  
[About SIRS](#)  
[User's Guide and Definitions](#)  
[Close Window](#)

**RCDTS:** 51-084-0150-26-0001    **Name:** Williamsville CUSD 15    **Authority:** RCDT Document Author  
**County:** Sangamon    **School:** Williamsville High School

This incident has been rejected. To revise this incident, click the Revise button below. You can also use the Next and Back buttons to browse the existing incident data.

**This screen is used to capture general information regarding the incident.**

Choose the school where the incident occurred.

Enter the first name of the superintendent or contact person for the school where the incident occurred.

Enter the last name of the superintendent or contact person for the school where the incident occurred.

Enter the date (mm/dd/yyyy) the incident occurred.

Enter the time the incident occurred.

Where did the incident occur?

Is this incident gang related?  No     Yes     Unknown

Report Number  [Incident Summary](#)

## Appendix: Definitions

**Age of Offender or Victim** - The age, in years, of the suspect/offender or victim on the day the incident occurred.

**Aggravated Assault** — A person commits an aggravated assault, when, without legal authority, he or she engages in conduct that places another in reasonable apprehension or fear of receiving an aggravated battery and he or she knows the individual assaulted to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated assault means there was no physical harm to the victim, only the fear or threat of harm.**

**Aggravated Battery** — A person commits aggravated battery if he or she intentionally or knowingly without legal justification and by any means causes bodily harm to an individual or makes physical contact of an insulting or provoking nature with an individual and he or she knows the individual harmed to be a teacher or other person employed in any school and such teacher or other employee is upon the grounds of a school or grounds adjacent thereto, or is in any part of a building used for school purposes. **Note: Aggravated battery means there was physical harm to the victim.**

**American Indian / Alaska Native** — Refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. It includes people who indicate their race as Sioux, Chippewa, or Navajo.

**Apparent Broken Bones** — It is visually apparent that the victim sustained one or more broken bones as a result of the incident.

**Apparent Major Injury** — The victim sustained major injuries, such as large scrapes and/or bruises, as a result of the incident.

**Apparent Minor Injury** — The victim sustained minor injuries, such as small scrapes and/or bruises, as a result of the incident.

**Arrested as a Result of the Incident** — Action of police or other authority to apprehend and take under guard (custody) a person who is suspected of committing a crime.

**Asian** — Refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Asphyxiation** — To kill or make unconscious by inadequate oxygen, presence of noxious agents, or other obstruction to normal breathing by drowning, strangulation, suffocation, gas, etc.

**Black or African American** — Refers to people having origins in any of the Black racial groups of Africa. It includes people who indicate their race as Black, African American, Negro, Afro American, Nigerian, or Haitian.

**Blunt Object** — A hammer, club, baseball bat, etc.

**Cannabis, Marijuana, or Hashish** — “Cannabis” includes marijuana, hashish, and other substances that are identified as including any parts of the Cannabis sativa plant, whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and any compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds, or resin. These include tetrahydrocannabinol (THC) and all other cannabinol derivatives, including its naturally occurring or synthetically produced ingredients, whether produced directly or indirectly by extraction or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis.

**Cocaine (including Crack)** — Illicit cocaine is usually distributed as a white crystalline powder or as an off-white chunky material. Cocaine base is converted into the powder form, which is usually cocaine hydrochloride, by diluting it with other substances. “Crack” is the street name given to cocaine that has been processed from cocaine hydrochloride to a ready-to-use free base for smoking.

**Contact First and Last Name** — The first and last name of the person who may be contacted regarding the incident.

**Criminal Sexual Assault** — An act of sexual penetration (male or female) by the use of force or threat of force.

**Date of the Incident** — The date the incident occurred. If the date the incident occurred is not known, enter the date the incident was reported.

**Depressants** — Also known as “downers.” A habit-forming drug or agent that depresses the central nervous system or reduces a bodily functional activity or an instinctive desire (e.g., appetite). Examples include glutethimide or doriden, methaqualone or quaalude, pentazocine or talwin, etc. Opioids should be categorized as “heroin.”

**Detention** — Retaining a student for disciplinary reasons before or after school.

**Drug Offenses** — The violation of laws prohibiting the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug, narcotic substance, or drug equipment (paraphernalia) utilized in their preparation and/or use.

**Drug Overdose** — Injury to the body (poisoning) that happens when a drug is taken in excessive amounts. An overdose can be fatal or nonfatal.

**Drug Paraphernalia** — Equipment or devices utilized in preparing and/or using drugs or narcotics. “Drug paraphernalia” means all equipment, products, and materials of any kind that are intended to be used unlawfully in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing,

containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body cannabis or a controlled substance in violation of the Cannabis Control Act, the Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act. Examples include “one-hitter,” rolling papers, roach clips, bong, etc.

**Drugs, when Used as a Weapon** — The use of drugs, such as sleeping pills, to incapacitate the victim.

**Ecstasy**— Methylenedioxymethamphetamine (MDMA) is best known on the street as “ecstasy.” It is an illicit drug, which is considered to be a recreational or party drug. It acts as both a stimulant and a hallucinogen. Ecstasy achieves its high by preventing the brain from reabsorbing the chemical serotonin, thereby prolonging its effects in the body.

**Explosives** — Any device containing combustible material and a fuse.

**Expulsion** — A disciplinary action taken by school authorities that results in the removal of a student from classes for a specified period of time.

**Fire/Incendiary Device** — Includes fire or agents or devices used to cause a fire.

**Firearm, Type not Known** — Use this category when a firearm (a weapon from which a shot is discharged by gunpowder) was used during the incident, but it is unknown whether the firearm was a handgun, rifle, or shotgun.

**Gang-related** — Indicates whether the offense involved in the incident was gang-related. "Street gang-related" or "gang-related" means any criminal activity, enterprise, pursuit, or undertaking directed by, ordered by, authorized by, consented to, agreed to, requested by, acquiesced in, or ratified by any gang leader, officer, or governing or policymaking person or authority, or by any agent, representative, or deputy of any such officer, person, or authority: (1) with the intent to increase the gang's size, membership, prestige, dominance, or control in any geographical area; or (2) with the intent to provide the gang with any advantage in or any control or dominance over any criminal market sector, including, but not limited to, the manufacture, delivery, or sale of controlled substances or cannabis; arson or arson-for-hire; traffic in stolen property or stolen credit cards; traffic in prostitution, obscenity, or pornography; or that involves robbery, burglary, or theft; or (3) with the intent to exact revenge or retribution for the gang or any member of the gang; or (4) with the intent to obstruct justice, or intimidate or eliminate any witness against the gang or any member of the gang; or (5) with the intent to otherwise directly or indirectly cause any benefit, aggrandizement, gain, profit, or other advantage whatsoever to or for the gang, its reputation, influence, or membership (Source: Public Act 97-1150).

**Hallucinogens** — A psychoactive drug that induces hallucinations or altered sensory experiences. Examples include LSD, “acid, mescaline or peyote, psilocybin or “mushrooms,” STP, BMDA or white acid, DMT, etc.

**Hand Tool** — Items such as a screwdriver, wrench, etc. when used as a weapon.

**Handgun** — A firearm (pistol or revolver) designed to be held and fired with one hand.

**Heroin** — A strongly physiologically addictive narcotic that is made by the acetylation of morphine but is more potent than morphine and that is prohibited for medical use in the United States. The drug is often used illicitly for its euphoric effects. This includes other opioids, such as fentanyl and prescription opioids, when used illicitly.

**Hispanic or Latino** — A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Incident** — One or more offenses or crimes committed by an offender at the same time and location (i.e., there was not a significant amount of time between offenses that warrant a separate incident report for the additional offense(s)).

**Incident Documented, No Further Action Taken** — Written report taken by school and put on file.

**Incident Involving an Attack Against School Personnel** — An incident that occurs in which a teacher, teacher personnel, administrative personnel, or educational support personnel is the victim of an aggravated assault, criminal sexual assault, or murder offense.

**Incident Involving Drugs** — An incident that occurs that involves a “drug offenses.” (See “Drug Offense” definition.)

**Incident Involving Weapons** — An incident that occurs that involves a “weapon.” (See “Weapon” definition).

**Inhalants** — Aromatic hydrocarbons: Any compound, liquid or chemical containing toluol, hexane, trichloroethylene, acetone, toluene, ethyl acetate, methyl ethyl ketone, trichloroethane, isopropanol, methyl isobutyl ketone, methyl cellosolve acetate, cyclohexanone, the alkaloids atropine, hyoscyamine, or scopolamine, or any other substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, or mental processes. Examples include airplane glue, aerosol cans, etc.

**Inside School** — The incident occurred inside a public or private elementary or secondary school building.

**Killed** — The victim died because of the injuries sustained during the incident.

**Knife/Cutting Instrument** — Any size or shape of knife that includes blades or other sharp devices. Includes box cutter, ax, switchblade, etc.

**Ligature** — Something that is used to bind, such as a rope, belt, or scarf.

**Location the Incident Occurred** — Indicates where the incident took place.

**Loss of Teeth** — The victim lost a tooth, or teeth, as a result of injuries sustained during the incident.

**Manufacture of Drugs** — Manufacture means the production, preparation, propagation, compounding, conversion, or processing of a controlled substance other than methamphetamine, either directly or

indirectly, by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the substance or labeling of its container.

**Methamphetamine/Amphetamine** — Methamphetamine means the chemical methamphetamine (a Schedule II controlled substance under the Illinois Controlled Substances Act) or any salt, optical isomer, salt of optical isomer, or analog thereof, with the exception of MDMA or any other scheduled substance with a separate listing under the Illinois Controlled Substances Act.

**Motor Vehicle** — Any motorized mode of transportation (vehicle) when used as a weapon.

**Murder** — The willful killing of one human being by another.

**Native Hawaiian or Other Pacific Islander** — Refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as Native Hawaiian, Guamanian or Chamorro, Samoan, or Other Pacific Islander.

**Non-School Property** — The incident occurred at a location that was not school property, school transportation, or at/during a school-related function or activity. For example, a teacher is assaulted at a shopping mall by a student.

**Offender Student** — Indicates whether or not the suspect/ offender was a student of the school in which the incident occurred.

**On School Grounds** —The incident occurred on real property comprising any public or private elementary or secondary school or within 1,000 feet of the real property comprising any school.

**Other Action Taken** — Action taken that does not meet any of the other “Action Taken” selections. Includes not identified or determined.

**Other Drug Than Those Listed** — Includes drug types that do not fall into one of the other drug categories.

**Other Major Injury** — The victim sustained a major injury, not fitting into any of the other categories, as a result of the incident.

**Other Weapon** — The type of weapon is known; however, the weapon type does not fit into one of the other weapon descriptions.

**Poison** — A substance that through its chemical action usually kills, injures, or impairs a living being.

**Possess, Use, Deliver, or Sale of Drug Paraphernalia** — Having or holding equipment or devices utilized in preparing and/or using drugs or narcotics. Possessing, distributing, or using any drug-related paraphernalia.

**Possession of Drugs** — Having or holding any type of drug whose possession and use is regulated by law, including a narcotic, stimulant, or a hallucinogen. Possessing any illegal or controlled substance.

**Possible Internal Injury** — The victim sustained possible internal injuries, such as internal bleeding, as a result of the incident.

**Pretend Weapon** — An item that resembles a weapon such as a toy gun, knife, etc.

**Referred to Local Law Enforcement for Handling** — Persons turned over to local police authorities for handling.

**Rifle** — A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.

**Sale or Delivery of Drugs** — Transferring any type of drug whose possession and use is regulated by law, including a narcotic, stimulant, or a hallucinogen. Distributing, selling, or purchasing any illegal or controlled substance; attempting to sell, distribute, or purchase any illegal or controlled substance; or any action that contributed to the possession of any illegal or controlled substance.

**School Function (Not in or on School Property)** — The incident, such as field trip, dance, visit to restaurant, etc., occurred at a school-related function or activity that was not on school property.

**School Transportation** — The incident occurred on any conveyance that is owned, leased, or contracted by a school to transport students to or from school or a school-related activity.

**Severe Laceration** — The victim received a severe cut or puncture wound from a cutting instrument or sharp object as a result of the incident.

**Sharp Object** — An object such as a broken bottle, glass, etc.

**Shot, not Killed** — The victim received a gunshot wound as a result of injuries sustained during the incident, but did not die as a result of the injury.

**Shotgun** — A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of the explosive in a fixed shotgun shell to fire through a smooth bore either a ball shot or a single projectile for each single pull of the trigger.

**Some Other Race** — Includes people who do not fall into one of the other five race categories. Includes Mexican, Puerto Rican, Cuban, South African, Moroccan, or Belizean.

**Steroids** — Steroids or “anabolic steroids” means any drug or hormonal substance that is chemically and pharmacologically related to testosterone (other than estrogens, progestins, and corticosteroids) and promotes muscle growth.

**Stimulant** — Also known as “speed” or “uppers.” A habit-forming drug or agent that has a stimulate effect on the central nervous system. Examples include Adipex, Fastine, and Ionamin (derivatives of phentermine); Benzedrine, Didrex; methylphenidate or Ritalin; phenmetrazine or Preludin; Tenuate; etc.

**Suspension** — Disciplinary action taken by school authorities that results in a student’s temporary removal from classes; the student usually remains in school.

**Time of Incident** — The time, rounded to the nearest hour, the incident occurred. If the time the incident occurred is unknown, select “Unknown.”

**Two or More Races** — Refers to combinations of two or more of the following race categories: 1. White, 2. Black, or African American 3. American Indian or Alaska Native 4. Asian 5. Native Hawaiian or Other Pacific Islander 6. Some Other Race

**Unarmed - No Weapon** – Other than hands, fists, feet, biting, etc. when used as a weapon, the offender was not armed.

**Unconsciousness** — The victim was rendered unconscious as a result of injuries sustained during the incident.

**Unknown Drug Type** — In some instances, the drug type is not known at the time of the incident. Further laboratory analysis of the drug is needed to determine the type of drug involved. In this case, select “Unknown Drug Type.”

**Unknown Injury** — The type and extent of the injury to the victim was not known at the time of the incident.

**Unknown Weapon** — Use this category when there was a weapon involved, but it is not certain what type of weapon it was.

**Unlawful Possession of a Weapon** — Having or holding any type of weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. Includes any device that contains combustible material.

**Unlawful Sale of a Weapon** — A person knowingly sells or gives a weapon to a person who is prohibited to possess or purchase such weapon. For example, the sale or giving of a firearm to a person under 18 years of age or person convicted of certain criminal offenses.

**Unlawful Use of a Weapon** — Attempts to use unlawfully against another, or carries or possesses with intent to use unlawfully against another, any dangerous or deadly weapon.

**Use of Drugs** — Using any narcotic, controlled substance, or any illegal substance on school grounds, on school transportation, or at any school function, or coming to school or school activities after consumption.

**Victim was Individual Other than School Administrator, Other School Personnel, Teacher, or Another Student** — The victim of the incident is not employed by the school but is in some other way affiliated with the school. This includes both relative and nonrelative visitors (opposing team, referee, student parent) as well as people who are affiliated with the school as a volunteer, board member, or a contractor.

**Victim was Other School Personnel** — The victim of the incident was employed by the school and is not considered to be a school administrator, teacher, or teacher’s aide.

**Victim was School Administrator** — The victim of the incident was employed by the school as a school administrator.

**Victim Was Teacher** — The victim of the incident was employed by the school as a teacher or teacher’s aide.

**Weapon** — A commonly known weapon (e.g., a gun, knife, club, etc.) or any other item that, although not usually thought of as a weapon, becomes one when used in a manner that could cause bodily harm.

**Weapon Offenses** — The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices (bombs), or other deadly weapons.

**Weapon Types** — A “weapon type” is a commonly known item (a gun, knife, club, etc.) or any other item that, although not usually thought of as a weapon, becomes one when used in a manner that could cause bodily harm.

**White** — Refers to people having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.



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