

Form 4 — Tier 4 Critical Incident Report & Response

Same-Day Report | Any Teacher Candidate, Mentor Teacher, University Field Supervisor, OFPP TCP Coordinator, or school partner may report a Tier 4 concern. The OFPP Administrator opens and manages the official Tier 4 case.

Case Number (assigned by OFPP):	Date / Time Opened:
Teacher Candidate:	Mentor Teacher:
School / Site:	University Field Supervisor:
Reported By:	Program: ☐ Undergraduate ☐ Graduate

PART A – Critical Incident Report

1.Explain the who/what/when/where

State the facts — who, what, when, where — separately from interpretation or opinion.

2. Nature of the Concern

- ☐ Allegation of harm, harassment, discrimination, or other serious misconduct
- ☐ Unsafe conditions
- ☐ Ethical violation or conduct-code breach
- ☐ Other exigent concern:

3.Immediate safety information

4.Who has already been notified

Stop: Immediately notify the OFPP Administrator or TCP Program Director by phone or in person. The person receiving the initial report is responsible for notifying the other. Electronic submission of this form does not replace same-day direct notification.

OFPP Administrator notified — Date / Time:	TCP Program Director notified — Date / Time:
Method (phone / in person):	Notified by:

PART B – OFPP Immediate Response

For OFPP Use Only

Notifications and immediate actions

- ☐ Teacher Candidate temporarily removed from placement site pending review

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- ☐ School Administration notified per partnership MOU
- ☐ Title IX, HR, or legal counsel looped in
- ☐ Teacher Candidate connected with campus support resources
- ☐ Other:

Parties Contacted

Name	Role	Contacted?	Notes

Decision and Next Steps

Decision:

Rationale:

Date decision communicated to all parties:	Site Administrator notified (per partnership MOU):
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☐ If this decision could result in a grade of "No Credit," the Teacher Candidate has been informed of their grade-appeal rights.

Sign-Off

TCP Program Director	OFPP Administrator
Signature / Date: _____	Signature / Date: _____
Dean of School of Education	
Signature / Date: _____	

Retain in the Teacher Candidate's case file. All communications documented in writing; outcome and any placement change recorded in the Teacher Candidate's file.