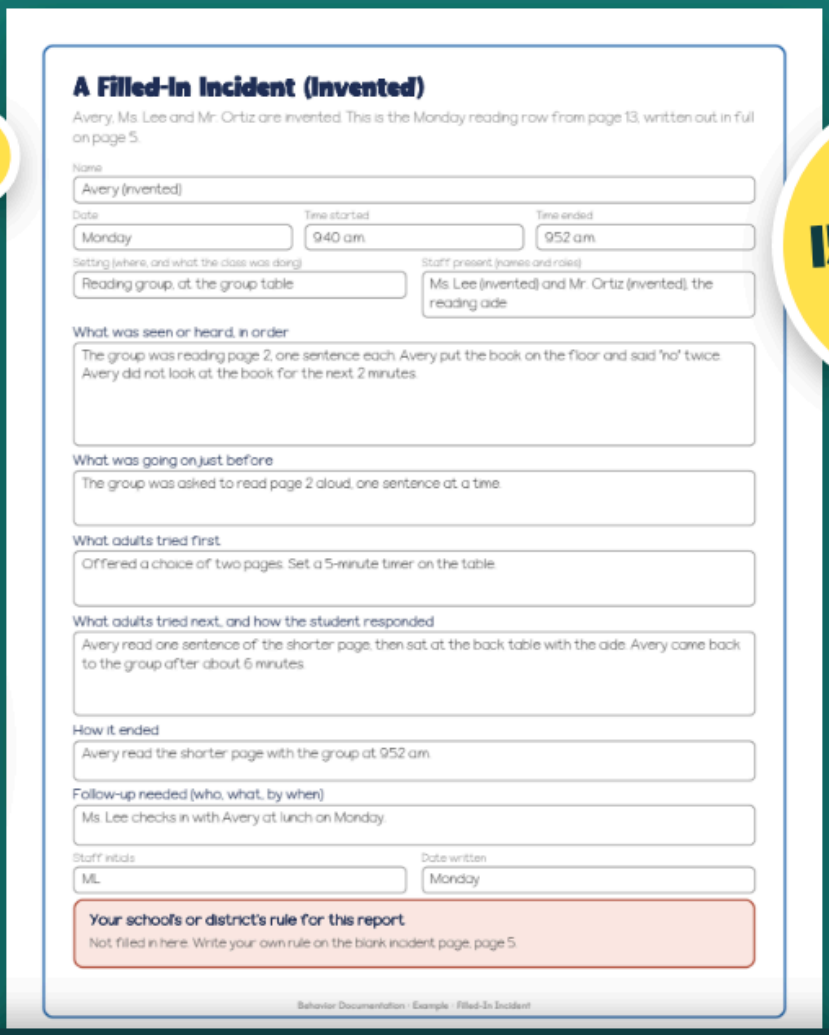
Bright Path Sped

FILLABLE PDF

15 PAGES



BEHAVIOR DOCUMENTATION

Incident Log and Notes · Editable PDF

Terms of Use

Please read this before you record your first incident.

One classroom license

- This file is for one classroom or one caseload: one teacher and the students on that caseload.
- Please do not share it, post it online, or sell it.
- Extra licenses for a team or a school are available on the product page.

This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line, box or table cell, type, and Save As.
- It is a fillable PDF, not a slide deck or a spreadsheet. Nothing needs to be unlocked or ungrouped: every line is already a type-in field.
- It works offline. No account and no subscription are needed after you download it.

Student records

Completed forms carry a real student's name and private details. Store, send and destroy them the way your school asks you to handle any student record, and share them only as your school's rules allow.

Print at 100 percent

Turn off fit to page. Every line and table cell prints at its full size, so a printed copy still reads for the file.

Need help?

If a field will not behave or a page prints at the wrong size, use Ask a Question on the product page before leaving a review. Every question is read, and a fix to the file ships as a free update from My Purchases.

© Bright Path Sped. For single-classroom use by the original purchaser.

PREVIEW

Binder Cover, Spine and Tabs

Print this page for the front of the folder. Write the student's name on the cover, the spine and each tab you use.

Binder cover

Name

Grade

Teacher

School year

Room or team

Spine

Behavior Documentation · Name

Divider tabs: one for each section of this file

- **Start Here** — page 3
- **Incident** — page 5
- **Running log** — page 6
- **Quick notes** — page 7
- **Family contact** — page 8
- **Weekly summary** — page 9
- **Staff handoff** — page 10
- **Word choice** — page 11
- **Your own tab** — write the section here

PREVIEW

Running Log

One row for each event, in order. Use the words you would use in front of the family.

Name

School year

Date	Time	Setting	What was seen (in order)	What adults did	Follow-up	Init.

PREVIEW

Family Contact Record

Two records to a page. Share only what was seen and what was done, and send each record to the family it belongs to.

Name

Family contact

Date | Time | How (note, phone, email, in person)

Who (name and role) | Follow-up needed, and by when

What was shared (facts only)

Family questions or requests

Staff initials | Family reply (date and how)

Family contact

Date | Time | How (note, phone, email, in person)

Who (name and role) | Follow-up needed, and by when

What was shared (facts only)

Family questions or requests

Staff initials | Family reply (date and how)

Your school's rule for family contact

PREVIEW

Staff Handoff

For the adult who covers the day: an aide, a substitute or another teacher. The teacher fills the top. You write down what was seen, in the same words as page 11.

Name

Date

Covering adult (name and role)

Today's plan for this student

What to write down

- What you saw and heard, in order, with the time.
- Who was in the room, and what the class was doing.
- What you tried, and what happened after.

Time	Setting	What was seen (in order)	What you did	Initials

Call the teacher now if

Hand back to the teacher at

PREVIEW

A Filled-In Incident (Invented)

Avery, Ms. Lee and Mr. Ortiz are invented. This is the Monday reading row from page 13, written out in full on page 5.

Name

Avery (invented)

Date

Monday

Time started

9:40 a.m.

Time ended

9:52 a.m.

Setting (where, and what the class was doing)

Reading group, at the group table

Staff present (names and roles)

Ms. Lee (invented) and Mr. Ortiz (invented), the reading aide

What was seen or heard, in order

The group was reading page 2, one sentence each. Avery put the book on the floor and said "no" twice. Avery did not look at the book for the next 2 minutes.

What was going on just before

The group was asked to read page 2 aloud, one sentence at a time.

What adults tried first

Offered a choice of two pages. Set a 5-minute timer on the table.

What adults tried next, and how the student responded

Avery read one sentence of the shorter page, then sat at the back table with the aide. Avery came back to the group after about 6 minutes.

How it ended

Avery read the shorter page with the group at 9:52 a.m.

Follow-up needed (who, what, by when)

Ms. Lee checks in with Avery at lunch on Monday.

Staff initials

ML

Date written

Monday

Your school's or district's rule for this report

Not filled in here. Write your own rule on the blank incident page, page 5.

PREVIEW

A Filled-In Log (Invented)

Avery is invented. Each row is one event. The counts on page 14 are taken from these rows.

Name

Avery (invented)

School year

2026 to 2027

Day	Time	Setting	What was seen (in order)	What adults did	Follow-up	Init.
Mon	9:40 a.m.	Reading	Put the book on the floor and said "no" twice.	Offered a choice of two pages. Set a 5-minute timer.	Ms. Lee checks in at lunch	ML
Mon	12:10 p.m.	Lunch	Called out the answer three times in a row.	Reminded to raise a hand. Raised a hand on the next try.	Note sent home	RO
Tue	10:05 a.m.	Math	Left the seat and walked to the sink.	Asked to return to the seat. Came back after one minute.	None needed	ML
Wed	12:05 p.m.	Lunch	Put both hands over the ears and sat at the end of the table.	Offered a quieter table. Moved with the aide.	Aide checks at 12:20	RO
Wed	12:20 p.m.	Lunch	Ate lunch at the quiet table for 10 minutes.	Stayed near the aide.	None needed	RO
Wed	1:30 p.m.	Recess	Stood at the fence and did not join the line.	Waited with the adult. Joined the line after 2 minutes.	None needed	ML
Fri	9:50 a.m.	Specials	Said "I'm done" and asked to leave early.	Gave a choice: a short break or a card. Took the card.	None needed	ML

How to use the log

Add one row for each event, in the order it happened. A row with a family contact also goes on the family contact record on page 8.

PREVIEW