

Memo To: To all Teachers

Date: November 19, 1942

From: Elizabeth M. Moxley

Subject: Report of Accidents

In case of accident to any student in your class, where the injury necessitates the care of a doctor, fill in the attached blanks and return it to my office. Be sure to report all cases that may be of any importance. More blanks are available in the Ed. office.

Elizabeth M. Moxley
Supervisor of Health & Phys. Ed.

REPORT OF ACCIDENT

Name of student _____

Home Address _____

Class in which accident occurred _____
Teacher _____

Date _____ Time of Day _____

Weather conditions that may have influence on accident _____

Was equipment of building or classroom at fault, inadequate
or improperly used _____

Was the teacher present at the time of the accident _____
Did you see it? _____

Description of accident, extent of injury and exactly how it
happened _____

Signed _____
(teacher)

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Home Address _____

Class in which accident occurred _____

Teacher _____

Date _____

Time of Day _____

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(teacher)