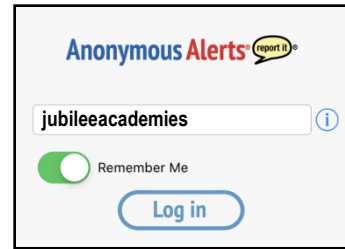


Download the app

1

Download [Apple iOS app](#) or [Android app](#)

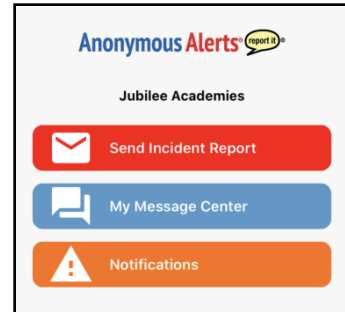
Open the app and when prompted for the activation code, type: **jubileeacademies**



Select “Send Incident Report”

2

Get started with your report by selecting the first option, **“Send Incident Report”**.



Report your concern

3

Provide us with important information:

- Submitter type (student, parent, staff, etc.)
- School (select your school)
- Incident type (tell us what you are reporting)
- Location (where did it occur in the school)

Enter information. Be concise.

4

Add details about your report in the text box. Be specific and include as much information as possible. Tell us your concern and name names. Include who, what, when, and where, etc. This information will help us with the investigation. Be concise. Then submit your report.

