

Kyrene Administrators will utilize an electronic process for submitting Substitute Incident Reports available through <https://ess.com/>Resources

- From the ESS home page select Resources
- In order to create a login, select “forgot password” then using your Kyrene email address set up a password to log in
- After you have logged in, go to Resources, under the tools column you will see Incident Management Reporting
- Utilizing this form will notify both ESS and TM of concerns or issues with a sub - Important Note: For serious allegations involving physical, sexual or threatening interactions, contact TM immediately