



## Bullying, Harassment or Intimidation Reporting Form

*This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.*

**Directions:** Bullying, harassment or intimidation is not acceptable. Please complete this form to report alleged bullying, harassment, or intimidation and return it to the school administration office. Contact the school for additional information or assistance at any time.

Today's Date: \_\_\_\_\_

School: \_\_\_\_\_

Name of Person Reporting Incident: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you (Check one):  Student/ Victim       Student Witness/Bystander       School Staff Member  
 Parent/Guardian       Close Adult Relative       Other Adult

Name(s) of Student Victim(s):

Name(s) of Alleged Offender(s):

Name(s) of Witness(es)/Bystander(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. On what date(s) did the incident(s) happen? \_\_\_\_\_

2. Where did the incident(s) happen? (Check all that apply):

Bus       Cafeteria       Classroom       Hallway  
 Playground       Restroom       School Activity/Event       To/From School  
 Other: \_\_\_\_\_

3. What best describes what happened? (Check all that apply):

Cyber Bullying       Hitting       Inappropriate Touching       Intimidation  
 Kicking       Name Calling       Profanity       Pushing  
 Rude/Threatening Gestures       Rumors/Gossip       Social Exclusion/Rejection       Teasing  
 Theft       Threatening       Other: \_\_\_\_\_

4. Was there an adult around at the time of the incident?  Yes  No

If so, who?  
\_\_\_\_\_  
\_\_\_\_\_

5. Explain what you saw and heard:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Proposed Resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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♦ FOR OFFICE USE ONLY ♦

Date Complaint Received: \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Complaint Investigated:  Yes  No

Administrator Signature \_\_\_\_\_

Entered into Genesis:  Yes  No

Administrator Signature \_\_\_\_\_