Your name (optional): __________________________________________  Today’s date: ____________________

Targeted (Bullied) (if different than reporting person): ____________________________________________

Name(s) of bullies (if known): ________________________________________________________________

Your email address (optional): ____________________________________________  Your phone number (optional): ____________________

Name of school adult you’ve already contacted (if any): ____________________________________________

On what dates did the incident(s) happen (if known): ____________________________________________

Where/how did the incident happen? __________________________________________________________

__________________________________________________________________________________________

Why do you think the harassment, intimidation or bullying occurred?

__________________________________________________________________________________________

Were there any witnesses?  Yes  No  If yes, please provide their names:

__________________________________________________________________________________________

Did a physical injury result from this incident?  If yes, please describe.

__________________________________________________________________________________________

Was the target absent from school as a result of the incident?  Yes  No  If yes, please describe:

__________________________________________________________________________________________

Is there any additional information?

__________________________________________________________________________________________

Thank you for reporting!

FOR OFFICE USE ONLY

Received by: __________________________________________  Date received: ____________________

Was this reported in Schoolmaster?  __________  Action taken: ______________________________________

Parent/guardian contacted (Names and dates contacted): __________________________________________

Circle one:  Resolved  Unresolved

Referred to: __________________________________________

Additional Comments____________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________