HARASSMENT, DISCRIMINATION, BULLYING OR TEEN DATING VIOLENCE REPORTING FORM
FOR USE BY STUDENTS, PARENTS, CERTIFIED AND NON-CERTIFIED PERSONNEL AND OTHER COMPLAINANTS

Today's Date: ___/___/____
School:__________________________________________________________

PERSON REPORTING INCIDENT:
Name __________________________________________________________

Telephone: Day ____________________
              Evening ____________________
              Cell ______________________
E-mail: _________________________________________________________

Place an X in the appropriate box:  □ Student       □ Parent/Guardian □ Close Adult Relative □ Employee

1. Name of victim: _____________________________________________ Age: _______
   (Please print)

2. Name(s) of alleged offender(s) (if known): (Please print) Age School/Dept. Is he/she Employee?
   (if known)  
   _____________________________________________  ___  ___________________
   □ Y  □ N  □ Y  □ N
   _____________________________________________  ___  ___________________
   □ Y  □ N  □ Y  □ N
   _____________________________________________  ___  ___________________
   □ Y  □ N  □ Y  □ N

3. On what date(s) did the incident happen?
   ___/___/____  ___/___/____  ___/___/____
   Month Day Year  Month Day Year  Month Day Year

4. Where did the incident happen (choose all that apply)?
  □ On school property   □ At a school-sponsored activity or event off school property  □ In the workplace
  □ On a school bus      □ On the way to/from school/work*   □ Other (specify) ______________

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):
  □ Hitting, kicking, shoving, spitting, hair pulling, or throwing something
  □ Getting another person to hit or harm the individual
  □ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
  □ Demeaning and making the victim of jokes
  □ Making rude and/or threatening gestures
  □ Excluding or rejecting the individual
  □ Intimidating (bullying or teen dating violence), extorting, or exploiting
  □ Spreading harmful rumors or gossip
  □ Other (specify) ________________________________________________

* Will be collected unless specifically excluded by local board policy
HARASSMENT OR INTIMIDATION (BULLYING OR TEEN DATING VIOLENCE) REPORTING FORM

6. What did the alleged offender(s) say or do? ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   (Attach a separate sheet if necessary)

7. Why did the harassment or intimidation (bullying or teen dating violence) occur? ________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   (Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an X next to one of the following:
   ☐ No  ☐ Yes, but it did not require medical attention  ☐ Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects?  ☐ Yes  ☐ No

10. Was the victim absent from school/work as a result of the incident?  ☐ Yes  ☐ No
   If yes, how many days was the victim absent from school/work as a result of the incident? ______

11. Did a psychological injury result from this incident? Place an X next to one of the following:
    ☐ No  ☐ Yes, but psychological services have not been sought  ☐ Yes, and psychological services have been sought

12. Is there any additional information you would like to provide? ________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________
    (Attach a separate sheet if necessary)

Signature: ________________________________ Date: ________________________________

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