

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. **Name of Reporter/Person Filing the Report:** _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

2. **Check whether you are the:** **Target of the behavior** **Reporter (not the Target)**

3. **Check whether you are a:** **Student** **Staff member (specify role)** _____

Parent/Guardian **Administrator**

Other (specify) _____

Your contact information/telephone number: _____

4. **If student, state your school:** _____

5. **If staff member, state your school or work site:** _____

6. **Information about the incident:**

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

7. **Witnesses (List of people who saw the incident or have information about it):**

Name: _____

Student Staff Other

Name: _____

Student Staff Other

Name: _____

Student Staff Other

8. **Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.**

FOR ADMINISTRATIVE USE ONLY

9. **Signature of Person Filing this Report:** _____ **Date:** _____

(Note: Reports may be filed anonymously.)

10. **Form Given to:** _____ **Position:** _____ **Date:** _____

Signature: _____ **Date Received:** _____