Harassment Reporting Form for Students

School ______________________________________________ Date ___________________

Student’s name _________________________________________________________________

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we’ll use our best efforts to keep your report confidential.)

• Who was responsible for the harassment or incident(s)? _____________________________
  ______________________________________________________________________________

• Describe the incident(s). ______________________________________________________
  ______________________________________________________________________________

• Date(s), time(s), and place(s) the incident(s) occurred. _______________________________
  ______________________________________________________________________________

• Were other individuals involved in the incident(s)? □ yes □ no
  If so, name the individual(s) and explain their roles. _________________________________
  ______________________________________________________________________________

• Did anyone witness the incident(s)? □ yes □ no
  If so, name the witnesses. _______________________________________________________
  ______________________________________________________________________________

• Did you take any action in response to the incident? □ yes □ no
  If yes, what action did you take? ________________________________________________
  ______________________________________________________________________________

• Were there any prior incidents? □ yes □ no
  If so, describe any prior incidents. _______________________________________________
  ______________________________________________________________________________

Signature of complainant _________________________________________________________

Signatures of parents/legal guardians _______________________________________________