

APPENDIX A

**Bullying and/or Harassment Prevention and Intervention Incident
Reporting Form**

I. Reporting

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 the reporter is: Target of the Behavior ___ Reporter (not the target) ___

3. Check whether the reporter is a: Student ___ Staff Member (specify role) _____
Parent ___ Administrator ___ Other ___

Reporter's contact information/telephone number: _____

4. If student, state his/her school: _____

5. If staff member, state his/her school or work site: _____

6. Information about the incident:

Name of Target (of behavior): _____

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

Date(s) of Incident(s) Occurred: _____

Time When Incident(s) Occurred: _____

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

7. Witnesses (List 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 attach additional space on back if necessary.

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously.)

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

11. Signature of Person Receiving Report: _____ Date Received: _____

