

Marion C. Early MS/HS
Bullying Incident Report Form

If you have been the target of bullying or have witnessed the bullying of another student, complete this form and submit to a teacher, counselor, or building principal. You have the right to complete this form anonymously. However, it will be easier for the school to investigate this matter if as much information as possible is provided.

Reporter's Name: _____ Date Completed: _____

Who is the victim or intended target of bullying? _____

Date(s) of alleged bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

Describe the incident(s) of bullying as accurately as possible:

Names of witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If yes, who? _____

This section is for school staff

Date received: _____ Investigative Action Taken: _____

Result of Investigation: Was the bullying incident substantiated? _____ Yes _____ No

Action Taken: _____

Make 2 copies of this form. Copy 1 for the alleged bullying student's file. Copy 2 for the alleged target student's file. Original goes to the cumulative building file for bullying report forms.