Bullying and Cyberbullying Reporting Form

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.
Upon completion of this form, or when providing a verbal report, submit to designated school personnel or administrative office.

Date the alleged incident of bullying is being reported: _____

Person(s) reporting the alleged incident(s) of bullying (this is optional as reports can be made anonymously, except when reported by staff, coaches and advisors): _____

Person(s) completing this form (if different than person listed above and not anonymously reporting): _____

Person reporting is: student parent grandparent guardian
school staff coach advisor other _____

Contact information of person reporting (optional):
home or work phone: ( ) _____ Cell phone: ( ) _____
email:_____
home address: _____

Details

Name of student(s) who is believed to have been bullied:
_____

Name of the student(s) or adult(s) who is alleged to have bullied: _____

Date(s): _____
Time(s)/time(s) of day: _____
Location(s) of incident(s): _____

Were there any witnesses? ☐ yes ☐ no
May the school personnel conducting an investigation contact these witnesses?
☐ yes ☐ no
If so, please provide names of witnesses to be contacted during the investigation:
_____
_____

Please provide a description of incident(s) and include any supporting documentation:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
(use additional pages, if needed)

I agree that the information on this form is accurate and true to the best of my knowledge and belief.

_____ Date: _____
Signature of person reporting (optional)

****

Received by: _____ Date: _____
Position/title: _____

Copy to school principal on: _____
Date

Copy received: _____ Date: _____
Signature of school principal

Copy to superintendent on: _____
Date

Copy received: _____ Date: _____
Signature of superintendent