

Bullying Complaint Report Form

Step 1: This report must be completed to file a complaint relating to an incident of alleged bullying (for the purpose of this form, bullying encompasses bullying, harassment, and discrimination).

Step 2: Once completed, this form should be returned to the school Principal/designee of the victim's home school or the appropriate district office.

	MALE	FEMALE	RACE	GRADE
Complainant Name (last, first, middle)				
Victim Name (last, first, middle)				
Accused Name (last, first, middle)				
Administrator	Date of Incident			
Campus (or site where incident occurred)				

Step 3: Upon receiving the Complaint Form, an investigation will be conducted to determine whether a violation of the Student Code of Conduct occurred; if so, the appropriate disciplinary action will be taken.

Describe the location where the incident occurred:

Describe the incident:

List all witnesses' names and grades:

Bullying Complaint Report Form

List evidence of incident (i.e. letters, photos, etc.; attach evidence, if possible):

Step 4: All of the information on this form is accurate and true to the best of my knowledge.

_____	_____
Printed Name of the Person Completing the Bullying Complaint Report Form	Date
_____	_____
Signature of Person Completing the Bullying Complaint Report Form	Date

Please attach any and all supporting documentation/evidence/investigation.

FOR OFFICE USE ONLY	
Date Received:	
Action Taken:	
Investigation Completed By:	
Follow Up Contact Made By:	Follow Up Contact Date:

Step 5: If you fear a student is in imminent danger, please contact the police immediately.