

# Bullying Incident Report Form

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. Are you the target of the bullying: \_\_\_\_ Yes \_\_\_\_ No

3. Are you \_\_\_\_ Student \_\_\_\_ Staff member (specify role) \_\_\_\_\_  
\_\_\_\_ Parent \_\_\_\_ Administrator \_\_\_\_ Other (specify) \_\_\_\_\_

Your contact information/telephone number: \_\_\_\_\_

4. If student, what school do you attend? \_\_\_\_\_ Grade: \_\_\_\_\_

5. If staff member, name of your school or work site: \_\_\_\_\_

6. Information about the incident:

Name of target/victim (of aggression): \_\_\_\_\_

Name of aggressor (Person who started the aggression): \_\_\_\_\_

Date(s) of incident(s): \_\_\_\_\_

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

**Describe the details of the incident (people involved, what occurred, and what each person did and said, including specific words used). Use additional space on back if necessary.**

Signature of person filing this report: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: Reports may be filed anonymously.)

Form given to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date received: \_\_\_\_\_