This form may be used by any student or adult to report ‘mistreatment by others’. This may include alleged bullying, harassment, discrimination, injury or cyber related incidents.

**Reporting person (optional):**

________________________________________________________________________

**Contact info (home phone/cell/email/advocacy) (optional)**

________________________________________________________________________

**Today’s date:** __________________________

**Incident date:** __________________________

**Name of adult(s) you’ve already contacted (if any):** __________________________

**Name(s) of accused (if known):** __________________________

**Where did the incident happen?** Circle location:

- Classroom
- Hallway
- Restroom
- Gym
- Locker room
- Lunchroom
- School bus
- Internet
- Cell phone
- Outside
- Another campus
- To/from school
- Sport field
- Other

**Please check the box that best describes what the accused did. Please choose all that apply.**

- [ ] Physical: Hitting, kicking, shoving, spitting, etc.
- [ ] Getting another person to hit or harm the student
- [ ] Teasing, name calling, put downs, criticizing, jokes
- [ ] Property issues. (hiding, damaging, taking)
- [ ] Threatening in person, by phone, by e-mail, etc.
- [ ] Making rude and/or threatening gestures
- [ ] Excluding or rejecting the student
- [ ] Spreading harmful rumors or gossip
- [ ] Demanding money/homework/etc.
- [ ] Other
Describe what happened. Use all exact language and as much detail as possible.

If I were watching it on a video, what exactly would I see?

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

_____________________________________________  _______________________
Signature of complainant                                Date

_____________________________________________  _______________________
Signature of school official receiving Incident Report  Date
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List & attach any supporting evidence

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SUMMARY DISPOSITION AS OF ________________________________