

Bullying Incident Report Form (Student)

Form may be turned into a teacher, counselor, or administrator.

Student's name *(if you wish to provide it)*: _____

Date: _____

Details of the incident(s)

Name of the student(s) the incident happened to: _____

Name(s) of student(s) alleged in causing the incident(s):

Date the incident happened: _____

Time the incident happened: _____

Where did the incident happen? _____

Name(s) of anyone else who knows about what happened:

What happened? *(Attach additional pages if needed)*

Student's signature *(optional)*: _____

Date: _____

Received by: _____

Date: _____

For Office Use Only

Parent notification of allegation confirmed

Note to the administrator: Notice to the parent of the alleged victim is required within three business days of the reporting of the incident.

- Notification provided to the parent or guardian of alleged victim:

Parent's name: _____

Date notification made: _____

Method of notification: _____

Note to the administrator: Notice to the parent of the student(s) alleged to have engaged in bullying is required within a reasonable time after the incident is reported.

- Notification provided to the parent or guardian of student(s) who allegedly engaged in bullying:

Parent's name: _____

Date notification made: _____

Method of notification: _____