



Tell Someone
Sample Bullying or Harassment Report



Note: Whenever possible, have the student involved in the complaint complete the top half of this report.

Name of Student Making Report _____ Date of Report _____

Date & Time of Incident _____ Location of Incident _____

Name(s) of Individual(s) suspected of harassment or bullying _____

Description of Incident _____

Witnesses Present _____

How would the student like this resolved? _____

I hereby certify this is an accurate description of my written report. (Attach a copy of student's written report.)

Signature of Reporting Student _____ Date _____

Name of Reporting Staff Member _____ Date _____

COMMENTS:

- Administrator Intervention Requested**
- No Administrator Intervention Requested at this time**

Administrative Response:

- Original: Principal**
- Copies: Reporting Staff Member & Counselors**

Sample bullying report form adapted from that used by North High School, Eau Claire (Wisconsin) Area School District. Compiled by Deborah L. Tackmann and Life Promotions, Inc (Lenz 60).