



## Tri-County Schools Bullying Prevention and Intervention Reporting 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. Check whether you are the:**       Target of the behavior     Reporter (not the target)

**3. Check whether you are a:**     Student     Parent     Administrator

Staff member (specify role) \_\_\_\_\_  Other (specify) \_\_\_\_\_

**Your contact information:**     Cell/Work Phone     Home Phone     Email Address  
( ) \_\_\_\_\_ - \_\_\_\_\_    ( ) \_\_\_\_\_ - \_\_\_\_\_    \_\_\_\_\_ @ \_\_\_\_\_

**4. If student, state your school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**5. If staff member, state your school or work site:** \_\_\_\_\_

**6. Information about the Incident:**

**Name of Target** (of behavior): \_\_\_\_\_

**Name of Aggressor** (person who enacted behavior): \_\_\_\_\_

**Date(s) of Incident(s):** \_\_\_\_\_

**Time When Incident(s) Occurred:** \_\_\_\_\_  AM     PM

**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: \_\_\_\_\_

**8. Describe the details of the incident** (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back, or attach a separate sheet, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Note: Reports May Be Made Anonymously

**Signature of Person Filing this Report:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form Given to (Name and Signature)** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form Received By (Name and Signature)** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_