

Indicate if there are witnesses who can provide more information regarding your complaint. If the witnesses are not school district staff or students, please provide contact information.

Name _____

Address _____ Telephone Number _____

Have there been previous incidents (circle one)? Yes No

If "yes", please describe the behavior of concern, the approximate dates and the location:

Were these incidents reported to school personnel (circle one)? Yes No

If "Yes", to whom was it reported?

Was the report verbal or written?

Proposed Solution:

Indicate your opinion on how this problem might be resolved. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant

Date Submitted

Received by

Date Received

The Sherman School
REPORT OF BULLYING FORM
ADMINISTRATIVE INVESTIGATION SUMMARY

Date: _____

Location(s): _____

Reporter Information:

Anonymous student report _____ Name _____

Staff Member report _____ Name _____

Parent/Guardian report _____ Name _____

Student report _____ Name _____

Student Reported as Committing Act:

Student Reported as Victim:

Description of Alleged Act(s):

Time and Place:

Names of Potential Witnesses:

For Staff Use Only:

Action of Reporter:

Administrative Investigation Notes (use separate sheet if necessary): _____

Bullying Verified? Yes No

Remedial Action (s) Taken:

If Bullying Verified, Report Sent to Parents of Students?

Parents' Names: _____ Date Sent _____

Parents' Names: _____ Date Sent _____

Parents' Names: _____ Date Sent _____

Parents' Names: _____ Date Sent _____

If Bullying Verified, Meetings Held with Parents of Students?

Parents' Names: _____ Date Sent _____

Parents' Names: _____ Date Sent _____

Parents' Names: _____ Date Sent _____

Parents' Names: _____ Date Sent _____

(Attach bullying complaint, witness statements, and Notification to Parents of students involved if bullying is verified, Invitations to Parent Meetings, Records of Parent Meetings)