## **Bullying and Cyberbullying Reporting Form**

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

Upon completion of this form, or when providing a verbal report, submit to designated school personnel or administrative office.

Date the alleged incident of bullying is being reported:
Person(s) reporting the alleged incident(s) of bullying (this is optional as reports can be made anonymously, except when reported by staff, coaches and advisors):
Person(s) completing this form (if different than person listed above and not anonymously reporting):
Person reporting is: student parent grandparent guardian school staff coach advisor other
Contact information of person reporting (optional): home or work phone: ( Cell phone: (
email:home address:
Details
Name of student(s) who is believed to have been bullied:
Name of the student(s) or adult(s) who is alleged to have bullied:
Date(s):
Time(s)/time(s) of day:
Location(s) of incident(s):
Were there any witnesses? $\square$ yes $\square$ no May the school personnel conducting an investigation contact these witnesses? $\square$ yes $\square$ no
If so, please provide names of witnesses to be contacted during the investigation:

## Reporting Form – JICK-E1

Please provide a description of incident(s) and include any supporting documentation:	
(use additional pages, if needed)	
I agree that the information on this form is accurate an knowledge and belief.	d true to the best of my
	Date:
Signature of person reporting (optional)	
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Received by:Position/title:	Date:
Copy to school principal on:  Date	
Copy received:Signature of school principal	Date:
Copy to superintendent on: Date	
Copy received:	Date:
Signature of superintendent	