

# COMPLAINT REPORT – Bullying

**Complainant:** \_\_\_\_\_ **Student or Employee (circle)**

**Home Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Summary of the Alleged Complaint/Conduct

1. Date(s) on which alleged conduct occurred: \_\_\_\_\_
2. Names of witnesses (please specify whether employee, student, or other):

1. Name(s) of the alleged offender(s) (If known) Please Print

2. Where did the incident happen (choose all that apply)

On school property

On a school bus

On the way to/from school

At a school sponsored activity or event off school property

3. Describe in detail the specific incident(s) that are the basis of this complaint. Include verbal statements (e.g. threats, demands), or physical threats that are relevant. (Use additional sheets if needed.)

6. Did a physical injury result from the incident?

No

Yes, but it did not require medical attention

Yes, medical attention was required

7. Was the student victim absent from school as a result of the incident?      Yes      No

If yes, how many days?

Is there any additional information you would like to provide?

I request that the following actions be taken for restitution/recovery:

**CERTIFICATION**

I certify that the statements made in this complaint are true and accurate, and that I have read and understand the statements made in the acknowledgments section of the complaint.

\_\_\_\_\_  
Signature of Complainant