



Division of Student Services

Bullying and Harassment Incident

School Investigation Form

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

School Principal/Designee _____

Today's date ____/____/____

School _____

Person Reporting Incident: Name _____

Telephone _____-_____-_____ E-mail _____

☐ Student ☐ Parent/guardian ☐ Friend ☐ Staff ☐ Other _____

1. Student Name (Target) _____ ID# _____ Age _____

On what date(s) did the incident happen? ____/____/____ ____/____/____
MM DD YYYY MM DD YYYY

Relationship between parties involved _____

2. Name(s) of alleged offender(s) <i>(If known)</i>	Age	School (if different)	Is the offender a(n)	Comments
			<input type="checkbox"/> Student? <input type="checkbox"/> Adult?	
			<input type="checkbox"/> Student? <input type="checkbox"/> Adult?	
			<input type="checkbox"/> Student? <input type="checkbox"/> Adult?	
			<input type="checkbox"/> Student? <input type="checkbox"/> Adult?	

INVESTIGATION

3. **Where did the incident happen? (Choose all that apply.)** **Date of Incident** ____/____/____

- ☐ On school property ☐ At a school-sponsored activity or event off school property
- ☐ On a school bus ☐ On the way to/from school
- ☐ On an electronically transmitted device (i.e., Internet, email, or cellular telephone)

4. **Which statement(s) best describes what happened? (Choose all that apply.)**

- ☐ Teasing ☐ Social Exclusion ☐ Threats ☐ Sexual, religious, or racial harassment
- ☐ Hazing ☐ Public humiliation ☐ Intimidation ☐ Cyberstalking /Cyberbullying
- ☐ Stalking ☐ Physical violence ☐ Theft ☐ Destruction of property
- ☐ Spreading false rumors

5. **What actions were taken to investigate this incident? (Choose all that apply.)**

- ☐ Interviewed student target ☐ Interviewed alleged offender(s)
- ☐ Interviewed witnesses ☐ Witness statements collected in writing
- ☐ Interviewed school nurse ☐ Reviewed any medical information available
- ☐ Interviewed teachers and/or school staff ☐ Interviewed student target's parent/guardian
- ☐ Interviewed alleged offender's parent/guardian ☐ Conducted student record review
- ☐ Examined physical evidence ☐ Obtained copy of police report

☐ Other (specify) _____



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6. **What corrective actions were taken in this case? (Choose all that apply.)**
- | | |
|--|---|
| <input type="checkbox"/> None required, this was a false allegation. | <input type="checkbox"/> Student warning |
| <input type="checkbox"/> Student conference | <input type="checkbox"/> Parent phone call |
| <input type="checkbox"/> Letter of apology | <input type="checkbox"/> Detention |
| <input type="checkbox"/> Parent conference | <input type="checkbox"/> Out-of-school suspension |
| <input type="checkbox"/> In-school suspension | <input type="checkbox"/> Other (specify)_____ |
| <input type="checkbox"/> None, incident did not warrant any corrective action. | |

7. **Additional pertinent information gained during interview** (Attach a separate sheet if necessary)

8. **Investigator notes** (Attach a separate sheet if necessary)

Signature

_____/_____/_____
Date

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