**PLEASE PRINT CLEARLY**

**Bullying Complaint Form**

Name of complainant: Position:

Name of alleged student victim: School:

Name of alleged perpetrator: Date of incident:

Where (exactly) did the incident occur?

What occurred? (Describe in as much detail as possible the circumstances and what happened during the incident) Use an additional sheet if necessary:

Name of witnesses (if any):

Identify and attach copies of evidence, i.e. letters, photos, etc.:

**BY SIGNING BELOW, I HEREBY CERTIFY THAT THE INFORMATION LISTED ABOVE IS TRUE AND ACCURATE. I UNDERSTAND THAT I MUST DELIVER THIS COMPLAINT TO THE SCHOOL PRINCIPAL WHO WILL CONDUCT THE INITIAL INVESTIGATION. I ALSO UNDERSTAND THAT I WILL BE SUBJECT TO DISCIPLINE AND/OR PENALTIES FOR KNOWINGLY FILING A FALSE COMPLAINT.**

Signature of Complainant Date

Signature of Person Assisting Complainant Relationship to Complainant

In the Preparation of this Complaint (*if applicable*)

***\*For school purposes only*** *(DO NOT WRITE BELOW THIS LINE)*

Received by: Date received:

Investigation initiated? Yes

No

Complaint entered into *Powerschool*? Yes No

Summary of investigation:

Outcome of investigation: Unsubstantiated Substantiated

Summary of Intervention/Disciplinary measures: