1. Name of Complainant/Person Reporting Incident(s): ________________________________

2. Check whether you are the:  ☐ Victim/target of behavior  ☐ Reporter (not victim or target)  
   (or his/her parent/guardian)

3. Check whether you are a:  ☐ Student  ☐ Staff member (specify) ____________________  
   ☐ Parent/Guardian  ☐ Other (specify) ____________________

4. If student, state school name: ___________________________  Grade: _________

5. If staff member, state school name or work site: ________________________________

6. Information about the Incident:  
   A. Name of victim/target of behavior: ___________________________  ☐ Student  ☐ Employee  ☐ Other
      Others: ____________________________________________________  ☐ Student  ☐ Employee  ☐ Other
   
   B. Name of Subject (person who engaged in behavior): ___________________________  ☐ Student  ☐ Employee  ☐ Other
      Others: ____________________________________________________  ☐ Student  ☐ Employee  ☐ Other
   
   C. Date and time of incident: ___________________________________________________

7. Witnesses (who saw incident or has information about how or why incident occurred)  
   (Use additional paper, as needed)
   Name: ___________________________  ☐ Student  ☐ Employee  ☐ Other __________
   Name: ___________________________  ☐ Student  ☐ Employee  ☐ Other __________
   Name: ___________________________  ☐ Student  ☐ Employee  ☐ Other __________

8. Describe the details of the incident, in the order it happened, and specifying where it occurred. Identify what each person involved did and said, stating actual words used. Use additional paper as needed.

9. Give any background information that may help explain how or why incident occurred.

10. Signature of Complainant or Reporter: ___________________________  Date: __________

11. Form Provided to: ___________________________  Position: ___________________________  Date: __________