



## Bullying Complaint Report Form Special Schools Division

**Step 1:**

This report must be completed to file a complaint relating to an incident of alleged bullying (for the purpose of this form, bullying encompasses bullying, harassment, and discrimination).

**Step 2:**

Once completed, this form should be returned to the school Principal/designee of the school.

	MALE	FEMALE	RACE	GRADE
Complaint Name (last, first, middle)				
Victim Name (last, first, middle)				
Accused Name (last, first, middle)				
Administrator	Date of Incident			
Campus ( or site where incident occurred)				

**Step 3:**

Upon receiving the Complaint Form, an investigation will be conducted to determine whether a violation of the Student Code of Conduct occurred; if so, the appropriate disciplinary action will be taken.

*Describe the location where the incident occurred:*

*Describe the incident:*

*List all witnesses' names and grades:*

*List evidence of incident (i.e.; attach evidence, if possible):*

**Step 4:** All of the information on this form is accurate and true:

\_\_\_\_\_  
Printed name of the person Completing the Bullying Complaint Report Form

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Person Completing the Bullying Complaint Report Form

\_\_\_\_\_  
Date:

**Please attach any and all supporting documentation/evidence/ investigation.**

FOR OFFICE USE ONLY	
Date Received:	
Action Taken:	
Investigation Completed By:	
Follow Up Contact Made By:	Follow Up Contact Date:

**Step 5:** If you fear a student is in imminent danger, please contact the police immediately.