



# Complaint of Alleged Bullying or Illegal Harassment



Complainant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

Home Telephone Number: \_\_\_\_\_

Any other number where you can be reached during the day: \_\_\_\_\_

I wish to complain against: \_\_\_\_\_  
Name(s) of person(s)

Address or location\* of person(s): \_\_\_\_\_  
(\*Location may include a specific class, school building, department, residence hall, etc.)

What alleged bullying or illegal harassment action was taken against you to cause you to file this complaint? (What happened? Where did it happen? Who was involved? Who witnessed the behavior? ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of alleged bullying or illegal harassment: \_\_\_\_\_

What informal steps have you taken to stop the bullying or harassing behavior?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anyone who could provide more information regarding this complaint? Please list names, addresses, and telephone numbers of these people below.

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remedy sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that this information is correct to the best of my knowledge.

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

\_\_\_\_\_  
Signature of Translator

Please use the back of this page if you need more room to write.



# McGrath Incident Report



## Record of Concern about Possible Bullying or Harassment Incident(s) by Students or Staff

### Instructions

1. This form should be used only to identify a possible incident of bullying or harassment as defined in school policy.
2. It is designed to assist a school staff member who may receive a complaint about possible bullying or harassment from a student.
3. The complaining student/staff does not complete this form; the staff who receives the complaint completes this form.
4. The form is then to be forwarded to the site and central office personnel (if appropriate) who are designated to receive such complaints involving possible bullying or harassment according to school policy/procedures.
5. DO NOT INTERVIEW THE STUDENT OR STAFF UNLESS SCHOOL POLICY PROCEDURES CALL FOR SUCH INTERVIEWS TO BE CONDUCTED.
6. Use the appropriate category(ies) below to record the information volunteered by the person.

On \_\_\_\_\_ I talked with \_\_\_\_\_  
 (Date) (Alleged Victim)  
 about an incident with \_\_\_\_\_  
 (Alleged Perpetrator)

Category Description: Physical Incident(s)	Mark All That Apply	Comments
Was pushed/shoved		
Was pinched/kicked		
Had clothing removed		
Was punched/hit		
Was denied access to location (where?)		
Gestures were made toward (which?)		
Had possessions taken (what?)		
Had money taken		
Other		