

Reporting Form for Unlawful Harassment (Administrative Employees)

I. Information about the person making this report

Full Name:	Date of Report:
Street Address: City	y, State & Zip:
Phone Number:	School Building:
Affiliation: ☐ Student ☐ Parent/Guardian	☐ Employee ☐ Volunteer ☐ Visitor ☐ Other:
If you are not the victim of the reported co	nduct, please identify the alleged victim.
Name:	
The alleged victim is: ☐ Employee ☐ Third	d Party □ Other:
II. Information about the person(s) you bel	ieve are responsible for the harassment you are reporting
Name:	☐ Student ☐ Employee ☐ Other:
Name:	☐ Student ☐ Employee ☐ Other:
Name:	☐ Student ☐ Employee ☐ Other:
III. Information about the harassment you	are reporting
Type of Conduct: ☐ Verbal ☐ Written ☐ 0	Graphic 🗆 Physical
Approximate Date & Time of Incident:	
Location Where Incident Occurred:	
Frequency of Conduct: ☐ Single incident ☐	Occasional incidents Persistent incidents
Please provide the name(s) of anyone who winformation related to the reported conduction	was present, even if only for part of the time, or has knowledge or t:

What happened? Provide details:	
I believe this harassment was based on:	
☐ Age ☐ Ancestry ☐ Color ☐ Creed ☐ Disability ☐ Gender Example Disability ☐ Gender Di	
Have you reported this harassment to any other individual prior to	giving this report?
☐ Yes ☐ No If yes, who did you tell?	
I certify that this information is true and correct to the best of my u	nderstanding.
Signature of Person Reporting	 Date