



**Reporting Form for  
Unlawful Harassment (Administrative Employees)**

**I. Information about the person making this report**

Full Name: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ School Building: \_\_\_\_\_

Affiliation:  Student  Parent/Guardian  Employee  Volunteer  Visitor  Other: \_\_\_\_\_

**If you are not the victim of the reported conduct, please identify the alleged victim.**

Name: \_\_\_\_\_

The alleged victim is:  Employee  Third Party  Other: \_\_\_\_\_

**II. Information about the person(s) you believe 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  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 was present, even if only for part of the time, or has knowledge or information related to the reported conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

