

Bullying Reporting Form

(FOR INTERNAL ADMINISTRATIVE TRACKING AND DOCUMENTATION PURPOSES ONLY)

- When additional room is needed for a section entry, please attach a separate sheet.
- Use of information documented on this form shall comply with confidentiality requirements of applicable privacy law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

REPORTER INFORMATION:

DATE: _____

Anonymous

Staff Member

Name: _____

Parent/guardian

Name: _____

Student

Name: _____

STUDENT(S) REPORTED AS COMMITTING ACTS:

Name: _____

School: _____

Name: _____

School: _____

STUDENT(S) REPORTED AS VICTIM(S):

Name: _____

School: _____

Name: _____

School: _____

DESCRIPTION OF ALLEGED ACTS: _____

TIMES AND PLACES: _____

NAMES OF POTENTIAL WITNESSES:

Name: _____

School: _____

Name: _____

School: _____

ACTION TAKEN BY REPORTER (IF ANY): _____

ADMINISTRATIVE INVESTIGATION NOTES: _____

BULLYING VERIFIED?

YES

NO

CORRECTIVE ACTION(S) TAKEN: _____

If the act of bullying is such that it must be reported as required by KRS 158.154, KRS 158.155, or KRS 158.156, see policies 09.2211 and 09.438 and related procedures.

If bullying is related to a federally protected harassment/discrimination area, see policy 09.42811 and related procedures.

IF BULLYING VERIFIED, REPORT SENT TO PARENTS OF STUDENTS? YES NO

Parent Name: _____

Date Sent: _____

Parent Name: _____

Date Sent: _____

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PARENT NOTIFICATION OF ALLEGED BULLYING

Date

Dear parent/guardian,

On _____, your child, _____,
Date *Student's Name*

was reportedly involved in a bullying incident that took place at _____.
Location

Because student safety is our utmost concern, we take this information very seriously and have taken appropriate action.

BULLYING VERIFIED? YES NO

If yes, we have taken appropriate disciplinary action and measures to assure your student's well-being.

Please contact me directly if you have questions about this information. I can be reached at

Telephone Number

Sincerely,

_____, Principal

Review/Revised:7/16/12