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JICDE*-E-1 - Incident Report Form

Instructions: Bullying is reportable in person or in writing to school staff. This form is to be completed by the bullying target, witness, or any person with information about an incident of bullying. Upon completion, this form should be turned in to an administrator, teacher, or any staff member with whom the complainant is comfortable. Reports may be made anonymously.

Date of report:			
Name of person making the repo	ort (optional):		
Check one: [] Student []	Parent/Guardian [] Staff		
[] Other (please specify):			
If a student, specify school and g	grade (optional):		
Contact information of person re	porting (optional):		
Phone:	Email:		
Check if you prefer to prefer to re	emain anonymous: [] Yes	[] No	
Are you the target of the alleged	bullying?[]Yes[]No		
Student(s) believed to be targets	of alleged bullying (use rev	rerse side if needed):	
Name:	School:	Grade:	
Name:	School:	Grade:	
Name:	School:	Grade:	
Person(s) believed to be engage	d in alleged bullying conduc	ct (use reverse side if needed):	
Name:	[] Stu	ident [] Staff [] Other	
Name:	[] Stu	ıdent [] Staff [] Other	
Name:	[] Stu	ident [] Staff [] Other	
Person(s) believed to have witne needed):	essed or have knowledge at	out the alleged bullying (use rev	verse side if
Name:	[] Stu	ident [] Staff [] Other	
Contact information:			
Name:	[] Stu	ıdent [] Staff [] Other	
Contact information:			
Name:	[] Stu	ıdent []Staff []Other	
Contact information:			

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Name:	[]Student []Staff []Other		
Contact information:			
Date(s), time(s), and locations(s) of the alleged bullying incident(s) (use reverse side and/or addition pages if needed):			
Was there a real or perceived imbala	ince of power? [] Yes [] No		
Details:			
Description of the alleged bullying ind and/or additional pages if needed): _	cident(s), including any incident-related evidence (use reverse side		
			
	I attest that the information provided, including any attached accurate to the best of my knowledge.		
Signature:	Date:		

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For Office Use Only

Received By:	_ Date:
Position/Title:	
Date submitted to designated administrator for investigation:	
Adopted June 23, 2022	