

### HARASSMENT DOCUMENTATION AND COMPLAINT FORM

Name of alleged victim(s) of harassment:

\_\_\_\_\_

School: \_\_\_\_\_  Student  
Home address: \_\_\_\_\_  Staff  
Home telephone: \_\_\_\_\_  Other \_\_\_\_\_

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Name of alleged harasser(s): \_\_\_\_\_  Student  
\_\_\_\_\_  Staff  
\_\_\_\_\_  Other \_\_\_\_\_

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Date incident occurred: \_\_\_\_\_  
Time incident occurred: \_\_\_\_\_  
Place incident occurred: \_\_\_\_\_

Detailed description of incident: Who, What, Where, When, How: (Additional space available on reverse).

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

Names of person witnessing the incident: \_\_\_\_\_

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

Names of person to whom this incident was reported: \_\_\_\_\_

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

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Agreed upon method of dealing with this incident:  
(To be discussed with the person assigned to action this complaint).

- Informal complaint
- Formal complaint

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Signature of complainant	Date
Received by (name & title) Signature of recipient	Date Received
Referred to (person & title)	Date received
Received by (name & title) Signature of recipient	Date received
Signature of recipient	Date

Detailed description of incident: Who, What, Where, When, How: *(continued from first page)*

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Signature of complainant	Date
Received by (name & title) Signature of recipient	Date Received
Referred to (person & title)	Date received
Received by (name & title) Signature of recipient	Date received
Signature of recipient	Date