



File AF-E

**HARASSMENT DOCUMENTATION AND COMPLAINT FORM**

Name of alleged victim(s) of harassment:

\_\_\_\_\_

School: \_\_\_\_\_

Home address: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Student

Staff

Other \_\_\_\_\_

Name of alleged harasser(s):

\_\_\_\_\_

\_\_\_\_\_

Student

Staff

Other \_\_\_\_\_

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

_____	_____
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)*

_____	_____
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