**Bullying, Harassment or Intimidation Reporting Form**

Altar Valley School District  
10105 S. Sasabe  
Tucson, Arizona 85736  
www.atlarvalleyschools.org

*This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act.*

**Directions:** Bullying, harassment or intimidation is not acceptable. Please complete this form to report alleged bullying, harassment, or intimidation and return it to the school administration office. Contact the school for additional information or assistance at any time.

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>School:</th>
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Name of Person Reporting Incident:  

Telephone:  
E-mail:  

Are you (Check one):  

- Student/ Victim  
- Student Witness/Bystander  
- School Staff Member  
- Parent/Guardian  
- Close Adult Relative  
- Other Adult

<table>
<thead>
<tr>
<th>Name(s) of Student Victim(s):</th>
<th>Name(s) of Alleged Offender(s):</th>
<th>Name(s) of Witness(es)/Bystander(s):</th>
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1. On what date(s) did the incident(s) happen?  

2. Where did the incident(s) happen? (Check all that apply):  

- Bus  
- Cafeteria  
- Classroom  
- Hallway  
- Playground  
- Restroom  
- School Activity/Event  
- To/From School  
- Other:  

3. What type(s) of Bullying, Harassment or Intimidation occurred? (Check all that apply):  

- Physical  
  - Hitting, Kicking, Pushing, Etc.  
- Verbal  
  - Name Calling, Taunting, Etc.  
- Psychological  
  - Social Exclusion/Rejection, Rumors, Gossip, Etc.

4. Was there an adult around at the time of the incident?  

- Yes  
- No  

If so, who?  

5. Explain what you saw and heard:  

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* FOR OFFICE USE ONLY *

Complaint Investigated:  

- Yes  
- No  

Administrator Signature  

Student Rights and Resolution Forms provided to alleged victim:  

- Yes  
- No  

Administrator Signature  

Entered into Database:  

- Yes  
- No  

Administrator Signature
Actions Taken (Completed by Administrator):