



# Bullying, Harassment or Intimidation Reporting Form

Altar Valley School District  
10105 S. Sasabe  
Tucson, Arizona 85736  
[www.altarvalleyschools.org](http://www.altarvalleyschools.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.

Today's Date: \_\_\_\_\_

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

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

Name(s) of Student Victim(s):

Name(s) of Alleged Offender(s):

Name(s) of Witness(es)/Bystander(s):

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

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

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

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

Verbal

Psychological

• Hitting, Kicking, Pushing, Etc.

• Name Calling, Taunting, Etc.

• 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:

♦ 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):