DIRECTIONS: A student may file a complaint of bullying, harassment or teen dating violence and abuse with a school official or by placing this form in the identified school’s drop off spot for anonymous reporting. The confidentiality of this form will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232 g, Florida law and/or as required by the 2020 Office of Civil Rights Title IX regulations.

Today’s Date: ____________________________ School: ____________________________

Your Name: ____________________________________________________________________________________

☐ Parent/Legal Guardian ☐ Teacher/Staff ☐ Bus Driver ☐ Other (Witness): ____________________________

Contact Email: ____________________________________________ Contact Phone #:_____________________

Were you an eyewitness? ☐ No ☐ Yes

If no, who reported it to you?
______________________________________________________________________________________________

Who does this involve?
______________________________________________________________________________________________

Nature of Complaint (tell what happened): Choose all that apply and describe the exact words or behaviors used under “Other.”

☐ Teasing ☐ Hitting or kicking ☐ Gender Discrimination
☐ Gossip and rumors being spread ☐ Being left out on purpose ☐ Sexual Harassment
☐ Shoving or pushing ☐ Name calling ☐ Relationship/Dating Violence
☐ E-mail, text message, social media (Print all messages and attach) ☐ Sexual Assault
☐ Other (specify) ____________________________

Describe what happened (the most recent incident). Attach a separate sheet, if necessary.
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

When did this happen? Date: ____________________________

Where did this happen? Choose all that apply.

☐ Classroom ☐ Restroom ☐ Playground ☐ Hallway
☐ Cafeteria ☐ Bus ☐ Bus Stop ☐ At a school related or sponsored event
☐ Other school location (please specify) ____________________________________________________________
☐ Off Campus/Other Location (please specify) _______________________________________________________

Is there anyone who witnessed this behavior? _______________________________________________________

How has this behavior affected the student? ________________________________________________________
Have you reported prior problems with this student(s) to a teacher, principal, or other staff before?

☐ No  ☐ Yes (If yes, who did you report it to?) ______________________________________________________

How many times have issues come up with the same student(s) before this incident?

*Check most appropriate number of incidents.*  ☐ One (1)  ☐ Two (2)  ☐ Three or more (3 or more)

Do you have any documentation, pictures, texts, etc., to support your complaint?

☐ Yes  ☐ No – If yes, attach to this form

Describe the details prior to this incident including: the date it occurred, students involved, witnesses to incident, where it happened, adult or school employee you reported it to, and what they did to help, etc.:

Prior Incident(s):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please add additional helpful information. ______________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I certify that, to the best of my knowledge and belief, that the information provided by me on this form is “true and correct” and not a “false statement or charge” to the best of my knowledge. Providing false information may lead to discipline pursuant to federal and state law and/or regulations.

_________________________________________             __________________________
Signature                         Date

FOR ADMINISTRATOR USE ONLY

Date Received: _______________________ Received By: _______________________________________________________________

Does behavior warrant disciplinary action? ☐ Yes  ☐ No

Administrative Findings
☐ No further action required.  ☐ Further investigation required – Complete investigation process (See Form 4)

Beginning with the 2018-2019 school year, a student enrolled in a Florida public school in *kindergarten through grade 12* who has been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school is afforded the opportunity to transfer to another public school with capacity or enroll in an approved private school under the Hope Scholarship. (Section §1002.40, Florida Statutes)