



PARENT/TEACHER/BUS DRIVER/OTHER STAFF/WITNESS COMPLAINT REPORTING FORM

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)