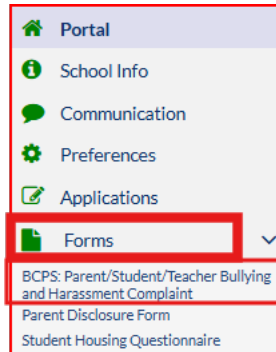


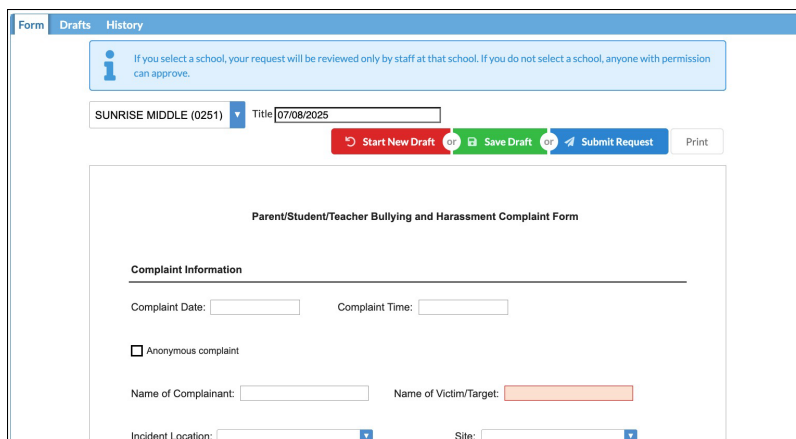
The **Parent Bullying and Harassment Complaint** form is available in the **Forms** section of the Portal menu.

Completing the Parent Bullying and Harassment Complaint form

From the menu, click **Forms**, and then click the **BCPS Parent/Student/Teacher Bullying and Harassment Complaint** form.

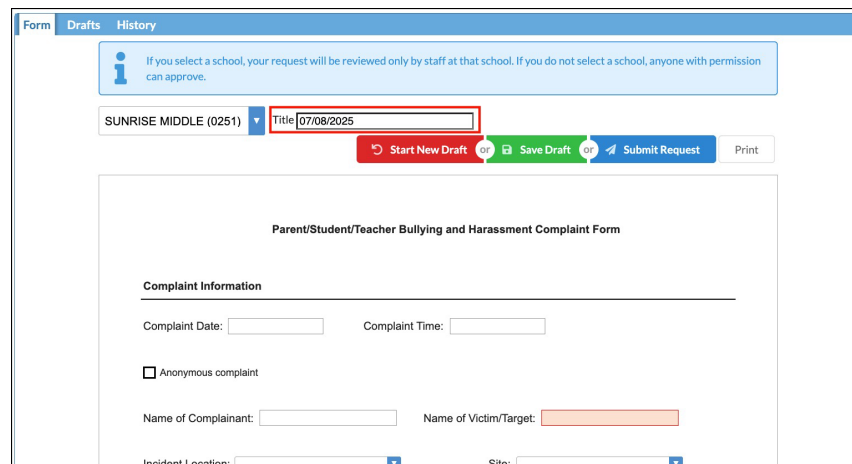


The form is displayed in the **Form** tab.



A screenshot of the 'Parent/Student/Teacher Bullying and Harassment Complaint Form' in the 'Form' tab. The form includes a header with 'Form', 'Drafts', and 'History' tabs. Below the header is a blue information box. The main form area has a title 'SUNRISE MIDDLE (0251)' and a 'Title' field with '07/08/2025'. There are buttons for 'Start New Draft', 'Save Draft', 'Submit Request', and 'Print'. The form title is 'Parent/Student/Teacher Bullying and Harassment Complaint Form'. The 'Complaint Information' section includes fields for 'Complaint Date', 'Complaint Time', 'Anonymous complaint' (checkbox), 'Name of Complainant', 'Name of Victim/Target', 'Incident Location', and 'Site'.

The school that is currently selected at the top-right of the screen is selected in the pull-down by default. Enter a **Title** for the form request. Today's date is automatically populated as the title of the form. Complete the fields on the form. Required fields are highlighted in red.

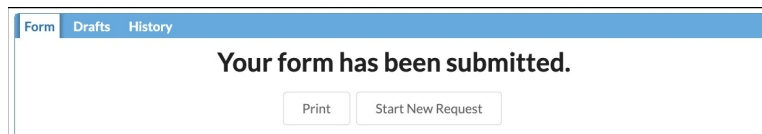


A screenshot of the 'Parent/Student/Teacher Bullying and Harassment Complaint Form' in the 'Form' tab. The form is identical to the previous screenshot, but the 'Title' field and the 'Name of Victim/Target' field are highlighted in red, indicating they are required fields.

Click **Submit Request** at the top or bottom of the screen to submit the form.



A confirmation message is displayed indicating that the form was submitted with options to **Print** the form or **Start New Request**.



Optional: Upload Files/Post a Comment

Files may be uploaded, and comments may be posted at the bottom of the form in the **Misc** section, if applicable.



- To upload a file of additional documentation at the bottom of the screen, select a file from your computer by clicking the **Select** button or drag and drop a file from your computer into the file box.
- Optionally, enter a comment in the text box and click **Post**.

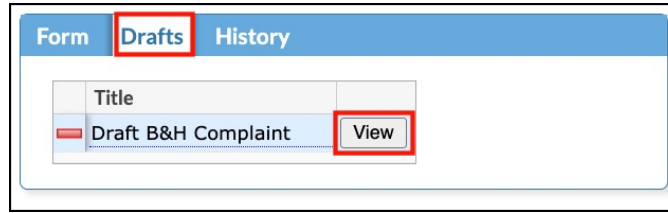
More Options

Forms may be printed. Partially completed forms can be saved as a draft in the **Drafts** tab to be completed later. The **History** tab displays the forms that were submitted and the form's approval status.



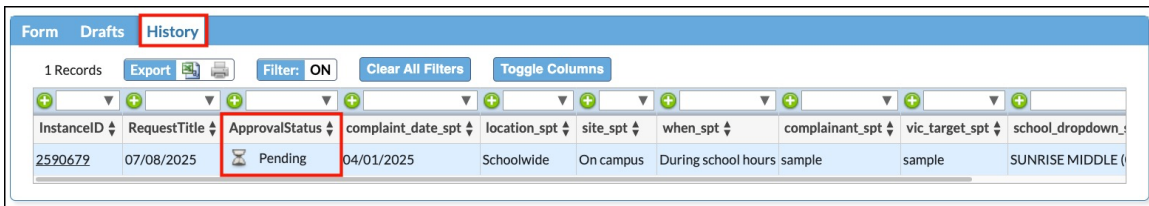
- Click **Start New Draft** at the top or bottom of the screen to discard the form and start a new draft
 - Any information entered will be discarded, and a new, blank form will be displayed.
- Click **Print** at the top or bottom of the screen to print the form.
- Click **Save Draft** at the top or bottom of the screen to save the form as a draft to complete later.
 - The draft is saved and is available in the **Drafts** tab

- Click the ***Draft*** tab to view forms in progress.
- Click ***View*** to open the draft and continue editing.



The screenshot shows the 'Drafts' tab selected. Below the tab, there is a table with one row. The row has a 'Title' column with the value 'Draft B&H Complaint' and a 'View' button next to it. Both the 'Drafts' tab and the 'View' button are highlighted with red boxes.

- Click the ***History*** tab to view the **Approval Status** of submitted forms.



The screenshot shows the 'History' tab selected. Below the tab, there is a table with one row. The row has columns for InstanceID, RequestTitle, ApprovalStatus, complaint_date_spt, location_spt, site_spt, when_spt, complainant_spt, vic_target_spt, and school_dropdown. The 'ApprovalStatus' column is highlighted with a red box and contains the value 'Pending'.

InstanceID	RequestTitle	ApprovalStatus	complaint_date_spt	location_spt	site_spt	when_spt	complainant_spt	vic_target_spt	school_dropdown
2590672	07/08/2025	Pending	04/01/2025	Schoolwide	On campus	During school hours	sample	sample	SUNRISE MIDDLE (