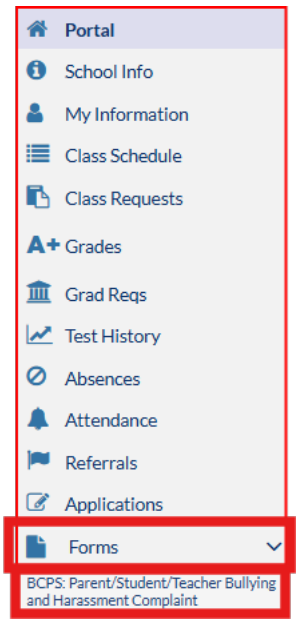
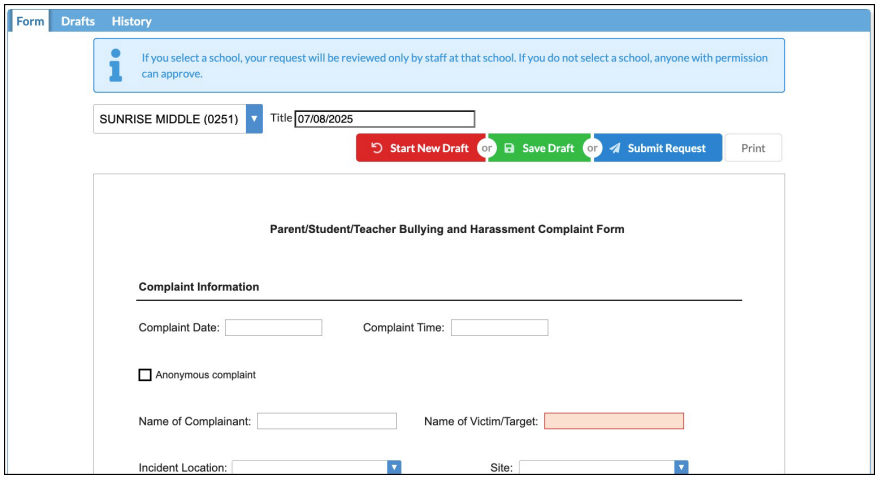
The **Student Bullying and Harassment Complaint** form is available in the **Forms** section of the Portal menu.

Completing a Student Bullying and Harassment Complaint form

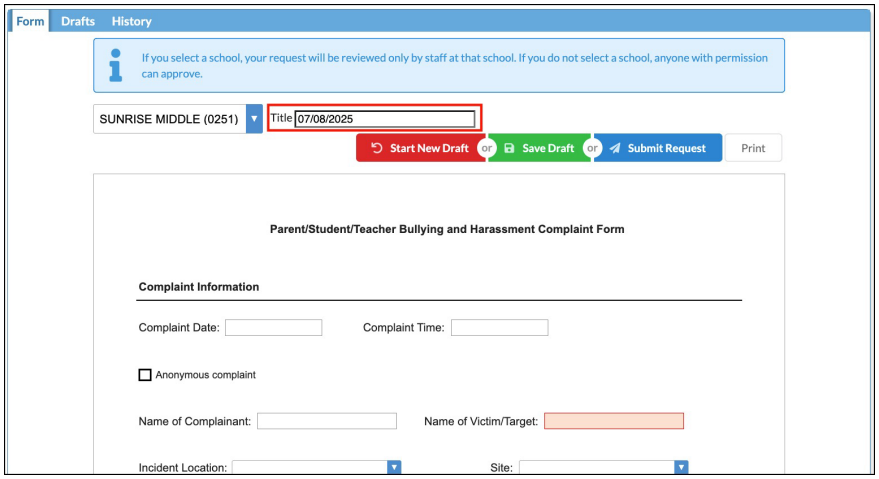
From the menu, click ***Forms***, and then click the ***BCPS Parent/Student/Teacher Bullying and Harassment Complaint*** form.



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



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.



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

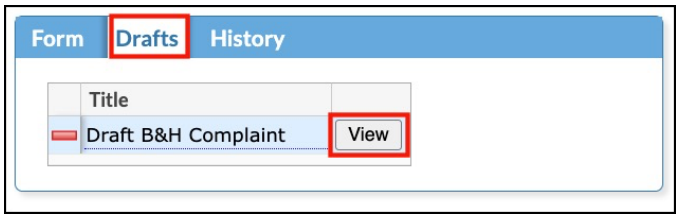
Forms may be printed. Partially completed forms can be saved as a draft in the **Drafts** tab to be completed later. The **History** tab displays the forms that were submitted and the form's approval status.



- 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.



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

