

BULLYING, HARASSMENT, OR INTIMIDATION INVESTIGATION FORM 2026-2027

Directions: *The Bullying, Harassment or Intimidation Investigation Form* is a tool for school administration or an administrative designee to investigate reports of bullying, harassment or intimidation that have been documented on a *Bullying, Harassment, or Intimidation Reporting Form*. School administration or an administrative designee are to utilize the *Bullying, Harassment, or Intimidation Investigation Form* to promptly and appropriately investigate reports of bullying, harassment, or intimidation consistent with due process rights, within two school days after receipt of a reporting form or as timely as possible for school administration or administrative designee.

School Personnel Completing Form: _____ Position: _____

Today's date: _____ / _____ / _____ School: _____
 Month Day Year

Person Reporting Incident (From reporting form)

Name: _____

Phone: _____

E-mail: _____

Place an **X** in the appropriate box:

☐ Student ☐ Parent/Caregiver ☐ Close adult relative ☐ School Staff ☐ Bystander

1. Alleged Targeted student(s)

Name	Age	IEP Y/N	504 Y/N	Gender Identity (Male Female Non-Binary)	Days absent as a result of the incident:

2. Alleged Offender(s)

Name	Age:(if known)	School: (if known)	Student Y/N	IEP Y/N	504 Y/N	Gender Identity (Male Female Non-Binary)	Days absent as a result of the incident:

3. Alleged Witnesses

Name	Age: (if known)

4. Alleged motive (from reporting form) of the alleged offender(s) as to why the bullying, harassment, and/or intimidation occurred (choose all that apply)

- | | | |
|---|--|---|
| ☐ Because of race/ethnicity | ☐ Because of academic performance | ☐ Retaliation |
| ☐ Because of national origin | ☐ Because of perceived sexual orientation | ☐ Gang related/Gang recruitment |
| ☐ Because of religion | ☐ Because of gender expression | ☐ Human trafficking/Prostitution recruitment |
| ☐ Because of sex | ☐ Because of gender identity | ☐ Because of another reason not listed (specify) _____ |
| ☐ Because of immigration status | ☐ Because of disability | ☐ The reason is unknown |
| ☐ Because of family/parental or marital status | ☐ Because of physical appearance | |
| ☐ Because of socio-economic status | ☐ To impress others | |
| | ☐ Just to be mean | |

5. Where was the incident reported to have happened (choose all that apply)

- ☐ On school property: ☐ School cafeteria ☐ Classroom ☐ Media center ☐ Office area ☐ Hallway/Stairs/Transitions
☐ Playground/Campus ☐ School sponsored after-school program ☐ Lavatory ☐ Locker room/Gym
- ☐ On the way to/from school
- ☐ On a school bus
- ☐ Off school property or at a school-sponsored activity or event
- ☐ Digital device on school property ☐ Digital device off school property ☐ Digital device during virtual learning
- ☐ Other: _____

6. Investigative Actions:

a. Interviews Conducted (check all that apply):

- ☐ Person reporting alleged incident ☐ Alleged targeted student ☐ Alleged offender ☐ Alleged witnesses
- ☐ School nurse ☐ SRO/Law enforcement ☐ Alleged targeted student's parent/caregiver
- ☐ Alleged offender's parent/caregiver ☐ School staff
- ☐ Previously investigated and documented date ____/____/____
Month Day Year
- ☐ Other (specify) _____

b. Relevant Documentation (check all that apply):

- ☐ Witness statements ☐ Law enforcement documentation ☐ Medical records ☐ Social media sites
- ☐ Video evidence ☐ Conducted student record review ☐ Other (specify) _____

7. Outcome of the Investigation (Choose One)

- ☐ It was determined that an incident(s) of bullying, harassment or intimidation has occurred and the appropriate consequences, interventions and supports have been applied based on local school system policies, regulations, and procedures.
- ☐ It was determined that it was not an incident of bullying, harassment or intimidation due to a lack of a preponderance of evidence.
- ☐ It was determined that this was a false allegation.
- ☐ It was determined that the incident could not be verified as bullying, harassment, or intimidation.
- ☐ It was determined to be a conflict or other inappropriate behavior, and did not rise to the level of bullying, harassment, or intimidation.

8. Interventions/Supports/Corrective Actions for Offender(s) (choose all that apply)

- | | |
|---|--|
| ☐ Administrative conference with student | ☐ Referral for alternative placement/setting |
| ☐ Restorative approaches | ☐ Community service |
| ☐ Referral to school counselor or Student Support Team | ☐ Separation from other student to include transfer or change in schedule |
| ☐ Parent-outreach (phone call, email, text message) | ☐ Referral to law enforcement |
| ☐ Student/Parent conference | ☐ Consult with IEP Chair |
| ☐ Detention | ☐ Other (specify) _____ |
| ☐ In-school suspension | |
| ☐ Short-term Out of School Suspension | |
| ☐ Behavior contract | |

9. Interventions/Supports for Targeted Student(s) (choose all that apply)

- | | |
|---|--|
| ☐ Plan of support to include a "go to" adult in the school | ☐ Developed a safety plan |
| ☐ Student/Parent conference | ☐ Consult with IEP Chair |
| ☐ Referral to counselor or therapist | ☐ Other (specify) _____ |
| ☐ Parent-outreach (phone call, email, text message) | |
| ☐ Referral to Student Support Team | |

10. Did a physical injury result from this incident? Place an X next to one of the following:

- | | | |
|--|--|---|
| ☐ None observed | ☐ Injury observed | ☐ Medical documentation provided |
|--|--|---|

Signature: _____ Date: _____
(School Administrator or Designee) Month/ Day/ Year

Additional Notes: (Please attach any relevant notes or documentation related to the investigation.)