

# Harassment, Intimidation, and Bullying (HIB) Incident Reporting Form



\* To be considered HIB, an incident must meet the criteria as defined in District Policy 3207 and Superintendent Procedure 3207SP.A. Also refer to R.C.W. 28A.300.285.

Today's Date: \_\_\_\_\_

School: \_\_\_\_\_

Targeted student(s): \_\_\_\_\_

Reporting person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name(s) of the alleged aggressor(s) or other identifiers (i.e. physical description or class where student enrolled, if name unknown):

\_\_\_\_\_

**Describe what has happened.** Include **when** the incident(s) occurred **where** the incident(s) occurred:

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Were there any witnesses?    Yes    No    If yes, please provide their names:

\_\_\_\_\_

Did a physical injury result from this incident?    Yes    No    If yes, please describe.

\_\_\_\_\_

Has the targeted student been absent from school as a result of the incident?    Yes    No    If yes, please describe.

\_\_\_\_\_

Name of school official you have already contacted about this issue (if any):

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What was the response?

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Is there any additional information you would like to provide?

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Return form to SCHOOL PRINCIPAL and

Office of Student Civil Rights –

- by e-mail at [OSCR@seattleschools.org](mailto:OSCR@seattleschools.org); or
- by U.S. Mail at  
 Seattle Public Schools – Office of Student Civil Rights  
 PO Box 34165 / Mail Stop 32-149  
 Seattle, WA 98124

Questions – Please call (206) 252-0858

----- For Building Administrator or SPS Central Office Use -----

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Action taken: \_\_\_\_\_

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Parent/guardian notified of:

Outcome of investigation:	Verbally	In writing by (circle one):	Email	Letter
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Right to appeal:	Verbally	In writing by (circle one):	Email	Letter
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Date of parent/guardian notification: \_\_\_\_\_

\* **Principal/Assistant Principal:** Copies of all reports should be forwarded to the Office of Student Civil Rights. MS 32-149