

# Bullying Incident Documentation

Date of Report: **[Insert Date]**

Reported by: **[Your Name]**

Position: **[Your Position]**

## Incident Details

**Student Involved:** [Student's Name] (Grade: [Grade Level])

**Date of Incident:** [Insert Date]

**Time of Incident:** [Insert Time]

**Location of Incident:** [Insert Location]

## Description of Incident

[Provide a detailed description of the incident, including what occurred, who was involved, and any witnesses.]

## Actions Taken

[Describe any immediate actions taken in response to the incident, such as talking to the involved students, notifying parents, etc.]

## Follow-Up Plan

[Outline any plans for follow-up, including additional meetings, monitoring the situation, and any interventions.]

## Additional Comments

[Any other relevant information or observations.]

**Signature:** \_\_\_\_\_

**Date:** [Insert Date]