

**Washington State Harassment, Intimidation or Bullying (HIB)  
Incident Reporting Form**

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

Reporting person (optional): \_\_\_\_\_

Targeted student: \_\_\_\_\_

Your email address (optional): \_\_\_\_\_

Your phone number (optional): \_\_\_\_\_ Date / Time of Incident \_\_\_\_\_

Name of school adult you've already contacted (if any): \_\_\_\_\_

Name(s) of individuals involved (if known): \_\_\_\_\_

On what dates did the incident(s) happen (if known): \_\_\_\_\_

Where did the incident happen? Circle all that apply.

Classroom      Hallway      Restroom      Playground      Locker room      Lunchroom      Sport field  
 Parking lot      School bus      Internet      Cell phone      During a school activity      Off school property

On the way to/from school

Other (Please describe.) \_\_\_\_\_

**Please check the box that best describes what occurred. Please choose all that apply.**

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc..
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

If you select other, please describe:

Why do you think the harassment, intimidation or bullying occurred?

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

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Did a physical injury result from this incident? If yes, please describe.

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Was the target absent from school as a result of the incident? Yes  No  If yes, please describe

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Is there any additional information?

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Thank you for reporting!

-----For Office Use-----

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

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

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Parent/guardian contacted: \_\_\_\_\_

Referred to: \_\_\_\_\_