

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

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

**Targeted student:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Your e-mail address** (optional): \_\_\_\_\_

**Your phone number** (optional): \_\_\_\_\_ **Today's date:** \_\_\_\_\_

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

**Name(s) of bullies** (if known): \_\_\_\_\_

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

**Where did the incident happen?** Circle all that apply.

Classroom    Hallway    Restroom    Playground    Locker Room    Lunch Room    Sport Field    Parking Lot  
School Bus    Internet    Cell Phone    During a School Activity    Off School Property    On Way To/From School  
Other (please describe): \_\_\_\_\_

**Please check the box that best describes what the bully did. 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, e-mailing, web posting, etc.)
- Other

**If you selected other, please describe:** \_\_\_\_\_

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

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

**Did a physical injury result from this incident? If yes, please describe:** \_\_\_\_\_

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

**Is there any additional information?** \_\_\_\_\_

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

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

Action Taken: \_\_\_\_\_

Parent/Guardian Contacted: \_\_\_\_\_

Circle one:      Resolved    Unresolved      Referred to: \_\_\_\_\_

*Attach any additional comments.*

Distribution:    Parent/Guardian/Student (white)    Compliance Officer (green)    Student File (canary)    Building Administrator (pink)