



ACES BULLYING INVESTIGATION REPORT FORM

Date: _____

1. Name(s) of persons investigating alleged incident(s): _____

Name(s) of alleged bully (ies): _____

Name(s) of alleged victim(s): _____

2. Date(s) of alleged incident(s): _____

3. Is the alleged incident(s) recurring or first time incident(s)? _____

4. Duration of bullying (if applicable): _____

5.. Name(s) of person(s) reporting alleged incident(s): (Note: Student reports may be anonymous, specify if anonymity is requested.) _____

6. Did the alleged incident(s) occur on school property or at a school-sponsored activity?

7. Location(s) of incident(s) _____

8. Describe the alleged incident(s):

9. Did the alleged incident(s) occur in the presence of witness(es)? Yes / No

10. Interview witness(es) and document findings:

11. Does the alleged incident(s) meet the definition of bullying? Yes / No

Please explain:

12. Have the parent(s)/guardian(s) of all students involved been notified of the results of the investigation? Yes / No

12a. If bullying was verified, was a report sent to parents/guardians of students?

Guardian's Name: _____ Date Sent: _____

Guardian's Name: _____ Date Sent: _____

Guardian's Name: _____ Date Sent: _____

Guardian's Name: _____ Date Sent: _____

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified)

13. Remedial Action(s) Taken:

14. Was proper state reporting completed Y/N _____

15. Was Title IX coordinator notified Y/N _____

(Notification should include a description of the bullying act and consequences if any further acts of bullying continue. Student's identifiable information must remain confidential to ensure the student's due process rights. Do not disclose the perpetrator's name or parents/guardians of the perpetrator to the victim. Do not disclose the disciplinary consequences of the perpetrator to the victim. The notification can include a description of measures to prevent further acts of bullying.)