

**HARASSMENT INVESTIGATION  
Reporting Form (A)**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Today’s Date: \_\_\_\_\_

Are you a student \_\_\_; staff member \_\_\_; other \_\_\_\_\_ (specify)

Do you understand Confidentiality and the Reprisal Statement? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the investigator’s role explained to you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Alleged Harasser’s Name: \_\_\_\_\_

How do you know the harasser?

\_\_\_\_\_  
\_\_\_\_\_

Date(s) harassment occurred:

\_\_\_\_\_

Time(s) harassment occurred:

\_\_\_\_\_

Detailed Description of Harassment:

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\_\_\_\_\_  
\_\_\_\_\_  
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Were there any witnesses? If so, who?

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Has harassment happened before? \_\_\_\_\_

When: \_\_\_\_\_

How did it make you feel?

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What was your response to the harasser?

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Did you tell anyone about it? Who? When? Where? What did you say?

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What was the other person's response?

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How would you like to see the harassment resolved?

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\_\_\_\_\_  
Signature of person completing this form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date

**Adopted: November 7, 2001**

**Revised: 5/6/08**

**HARASSMENT INVESTIGATION**  
**Alleged Harasser Form (B)**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Are you a student \_\_\_; staff member \_\_\_\_; other \_\_\_\_\_(specify)

Was Confidentiality & the Reprisal Statement explained? \_\_\_ Yes \_\_\_ No

Please respond to the allegations described by the investigator (e.g. Describe what you think happened).

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\_\_\_\_\_  
Signature of Person Completing This Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date

**Adopted: November 7, 2001**

**Revised: 5/6/08**

**RESOLUTION OF COMPLAINT  
Investigation Summary Form (C)**

Summary of complaint and investigation steps:

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Conclusion of findings:

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Remedial Measures Recommended:

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Disciplinary Action Recommended:

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Action Taken By Administration:

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\_\_\_\_\_  
Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**FORWARD FULL REPORT TO TITLE IX COORDINATOR**

**Adopted: November 7, 2001**

**Revised: 5/6/08**