

Joliet School District

Harassment Reporting Form for Employees

School _____ Date _____

Employee's name _____
We assure you that we'll use our best efforts to keep your report confidential.)

• Who was responsible for the harassment or incident(s)? _____

• Describe the incident(s). _____

• Date(s), time(s), and place(s) the incident(s) occurred. _____

• Were other individuals involved in the incident(s)? yes no
If so, name the individual(s) and explain their roles. _____

• Did anyone witness the incident(s)? yes no
If so, name the witnesses. _____

• Did you take any action in response to the incident? yes no
If yes, what action did you take? _____

• Were there any prior incidents? yes no
If so, describe any prior incidents. _____

Signature of complainant _____