





**Case log:**

**Immediate action:**

Immediate actions taken to stop the alleged harassment or bullying and/or protect the safety of the complainant (Who took what steps and when?):

Was a safety plan created? Yes No

If yes, who was informed of the safety plan? (Attach a copy of the safety plan)

**Informal resolution:**

Was an informal resolution attempted? Yes No If yes, what was the outcome?

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**NOTE: If informal resolution was unsuccessful, you must conduct an investigation.**

**Additional mandatory reporting:**

Any abuse or neglect suspected? Yes No If yes, date DCF/APS notified: \_\_\_\_\_

Any potential crime committed? Yes No If yes, date police notified: \_\_\_\_\_

If a report was made to DCF/APS and/or the police, pause the school investigation until you have received notice that any DCF/APS and/or police investigations have been completed.

**Notice to parents/guardians:**

Date the parents/guardians of complainant and accused were notified of the complaint (in writing and/or via telephone): \_\_\_\_\_

Date the harassment or bullying policy was sent to the parents/guardians of complainant and accused: \_\_\_\_\_

Date the school administrator (if different from designated employee) was informed of the complaint: \_\_\_\_\_

Date the parents/guardians of complainant and accused were notified in writing of the outcome of the investigation: \_\_\_\_\_

Were the parents/guardians of the complainant informed of their right to an independent review? (Harassment complaints only) Yes No

If discipline was imposed on the accused, if applicable were his/her parents/guardians informed of their right to appeal the disciplinary actions?

Yes No Not applicable

*Sample complaint intake form*

**Investigation:**

Date the complaint was assigned to an investigator (if informal resolution was inappropriate or unsuccessful): \_\_\_\_\_

Name of the investigator: \_\_\_\_\_

Date the investigation started: \_\_\_\_\_

Date the school investigation was restarted (if paused due to DCF/APS and/or police investigation): \_\_\_\_\_

Date the investigation was completed: \_\_\_\_\_

Was the harassment or bullying substantiated?    Yes    No

If yes, describe disciplinary and/or remedial actions taken:

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Were there any reports of retaliation?    Yes    No

If yes, record dates, who made the report(s), a description of allegations, and the school's response.

**Internal review:**

Was an internal review conducted by the school/school district/supervisory union?    Yes    No

If yes, by whom and when?

Date the internal review was completed (within 30 days of initiation): \_\_\_\_\_

Were the parents/guardians notified of the decision to conduct an internal review and consequential delay in reaching the school's harassment or bullying investigation final determination?    Yes    No    Not applicable

If yes, by whom and when?

**Independent review (available in relation to harassment complaints ONLY):**

Did the parents/guardians of the complainant request an independent review request?    Yes    No

If yes, was the request submitted in writing to the superintendent?    Yes    No

If yes, the date the request was submitted to the superintendent (if known): \_\_\_\_\_

**School records:**

Date the incident was logged in the school incident records system (if applicable): \_\_\_\_\_

*Updated 12/10/12*