

HARASSMENT REPORTING FORM

This form may be used by employees, parents, or students of the Cincinnati City School District to report any instances of harassment including staff-to-staff, staff-to-student, or student-to-student harassment. This form may also be used to report instances of harassment by third parties (e.g., a visiting athlete, guest speaker, etc.). The report should include the name of the person reporting the harassment, the names of the persons alleged to have been harassed, the names of the persons who engaged in the allegedly harassing conduct, and the names of any witnesses. Any witness statements of the reporter, the victim (if different from the reporter), the accused, and any other witnesses should be attached.

Name: _____ School or Dep't: _____

Statement or Complaint: _____

Once completed, this form should be forwarded promptly to:

Office of General Counsel
Education Center
2651 Burnet Avenue
Cincinnati, Ohio 45219
(513) 363-0111

If the complaint is against the Office of General Counsel, the form should be forwarded to the Director of Human Resources at the Education Center.

FOR OFFICE USE ONLY:

Outcome of Investigation (if needed, attach separately): _____

Response of School or District Personnel (if needed, attach separately): _____

