



**Exhibit B—Incident Report Form (Adult)**

**Contact information**

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Work address (if applicable): \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Details of the incident(s)**

Name(s) of alleged offender(s): \_\_\_\_\_

Name(s) of alleged victim(s):

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

Describe your relationship to  
alleged victim(s)/offender(s): \_\_\_\_\_

Date of the alleged incident: \_\_\_\_\_

Time of the alleged incident: \_\_\_\_\_

Location of the alleged incident: \_\_\_\_\_

If the incident is alleged to have occurred on District property, identify the facility or campus:

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

Name(s) of anyone else who knows about what happened:

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



# Greenville Independent School District

STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(EXHIBIT)

Describe the alleged incident(s) as clearly as possible, including what force or physical contact, if any, was used; any verbal statements such as threats, requests, or demands; and any electronic methods used, including email, social media, and the like. *(Attach additional pages if more space is needed.)*

---

---

---

---

I hereby certify that the information I have provided is true, correct, and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

---

### ***For District's Internal Use Only***

#### **Confirmation of parent notification regarding allegation:**

***Note to the administrator:*** Notice to the parent or guardian of the alleged victim is required within three business days of the reporting of the incident.

- Notification provided to parent/guardian of alleged victim(s):

Parent's or guardian's name: \_\_\_\_\_

Date of notification: \_\_\_\_\_

Method of notification: \_\_\_\_\_

***Note to administrator:*** Notice to the parent or guardian of the student(s) alleged to have engaged in bullying is required within a reasonable time after the incident is reported.

- Notification provided to parent/guardian of student(s) who allegedly engaged in bullying:

Parent's or guardian's name: \_\_\_\_\_

Date of notification: \_\_\_\_\_