

## TEMPLATE FOR KEEPING RECORDS OF INCIDENTS

Take notes each time your child tells you they have been bullied or harassed. Many parents decide to use a notebook or a notes app on their phone to keep these notes organized. Below is a template you could use for your notes.

*Example:*

May 15, 2019	
What happened?	<i>Jane called Jon fat and pushed him</i>
Who did it?	<i>Jane</i>
Who saw?	<i>Jack, Jon's friend</i>
Where did it happen?	<i>Recess</i>
Who did my child tell?	<i>Mr. Johnson</i>
When did my child tell them?	<i>Later that day</i>
Describe what injuries your child had.	<i>Cut on elbow</i>
Describe any medical attention.	<i>School nurse, who gave him Neosporin and a Band-Aid</i>
Who did you tell?	<i>Principal Jordan</i>
When did you tell them?	<i>May 15th</i>
How did you tell them?	<i>The online complaint form</i>

*Template:*

Date of Incident	
What happened?	
Who did it?	
Who saw?	
Where did it happen?	
Who did my child tell?	
When did my child tell them?	
Describe what injuries your child had.	
Describe any medical attention.	
Who did you tell?	
When did you tell them?	
How did you tell them?	