



*Lourdes University Upward Bound
Formal Complaint Form
Bullying or Harassment*



Please answer all questions completely and to the best of your knowledge. It is important that you be as specific as possible. Please print clearly. All forms should be submitted to an Upward Bound staff member with completed forms in an enclosed envelope.

***Anonymity: If you prefer to stay anonymous, the Upward Bound office will keep this form confidential, and your name will not be mentioned as the informant for this instance of bullying/harassment. However, you may still be called in as part of any investigation conducted by the office. If you are self-reporting an incident, your anonymity may be compromised in order to successfully investigate the reported incident.**

Date: _____ Person Filing Complaint: _____

Status of Informant (Student/Parent/Teacher/etc.): _____

Would you prefer to stay anonymous?* Yes No No Preference

Involved Parties: _____

Description of Bullying/Harassment: *Please include explicit details such as the time/date of occurrences, number of occurrences, specific words used, people/groups targeted, potential witnesses, etc.*

Please describe or include evidence/examples of alleged bullying. *You may attach additional documentation if necessary.*

Other Pertinent Information:

Acknowledgement Statement:

I hereby declare the contents of this form and all statements/information provided are, to the best of my knowledge, a true reflection of the facts. I understand that including false or misleading information will be dealt with by the Upward Bound staff accordingly and may result in dismissal from the Lourdes University Upward Bound Program.

Signature

Date