

**FORM B**  
**Report Form for Sexual Harassment Incidents**

Please complete and attach to the Sexual Harassment Informal Complaint Checklist (Form A).

Has harassment occurred? If yes, continue with form. If no, go to Action Taken section. \_\_\_\_\_

Severity of harassment? \_\_\_\_\_

Does this warrant emergency action? \_\_\_\_\_

Does the matter seem suitable for informal resolution? \_\_\_\_\_

What is the potential for retaliation? \_\_\_\_\_

Can I protect the complainant? \_\_\_\_\_

If so, how? \_\_\_\_\_

What options is complainant willing to pursue? \_\_\_\_\_

Action Taken:

If no harassment, resources given \_\_\_\_\_

If harassment may exist, information, referrals given \_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date