

Archdiocese of Portland
All Saints School
Reporting Sexual Harassment Behavior to a Supervisor
Documentation Form

Please complete this form to document your response to sexual harassment behavior you observed or heard in a parish or school program. Give a copy of the form to your principal after you discuss the information with him/her.

1. Describe what you observed or heard regarding sexual harassment behavior.

2. Who was the teen or adult who you observed/heard exhibiting these behaviors?

First Name Last Name

3. Who was/were the children involved in the behavior?

First Name Last Name

First Name Last Name

First Name Last Name

4. Describe how you heard or came to learn of the behavior.

5. Describe how you responded to hearing about the behavior.

6. Name of the Person you reported this information.

First Name Last Name

Job title

Reporter's Name

Date