

Request for Escalation Staff Assistance Form

2018-2019

You may seek help from Escalation Staff to address a current bullying-related concern if:

- You believe school staff retaliated against you or your child for making a bullying complaint, and you reported another bullying complaint following the retaliation; or
- Your child has been the victim of two or more substantiated bullying incidents in the same school year.

Please complete the attached form and email it to the Family Support Coordinator for the superintendent that oversees your school. The list of superintendents and their Family Support Coordinators can be found on the [Superintendents page](#) of the DOE website. You can also find your Family Support Coordinator on your school's webpage, which can be located with the [Find A School tool](#).

Student Information

Last Name:

First Name:

Middle Name:

Student ID # (if known):

Date of Birth (mm/dd/yyyy):

Home Address (House number, Street name, Apt. #, City, State, Zip):

Home Phone Number:

Name of School:

Borough:

Parent/Guardian Information

Last Name:

First Name:

Relationship to Student:

Home Address (House number, Street name, Apt. #, City, State, Zip):

Home Phone Number:

Work Phone Number:

Email Address:

Reason for Request

- I think school staff has retaliated against me for making a prior bullying complaint
- My child has been the victim of two or more confirmed bullying incidents in the same school year

Additional Information Needed

1. Describe all bullying complaints concerning the student, including dates, times and locations of incidents where available. Please provide any OORS reports, correspondence with the school or any other documentation of these complaints.
2. For Alleged Retaliation by School Staff, please provide additional information:
 - a. Describe the alleged retaliation by school staff member(s)
 - i. Name(s) and title(s) of staff member(s) if known:
 1. Is the principal alleged to have retaliated?
 - ii. Describe as specifically as possible the actions taken by the staff member(s) that you allege to be retaliatory, including dates, times and locations.
 - b. Have you reported the alleged retaliation to the principal or superintendent?
 - i. If yes, state who and when you made this report.
 - c. Please identify and describe the current bullying complaint. Please provide OORS report, correspondence with the school or any other documentation of this complaint.