Bullying, Harassment, and/or Intimidation submission in Focus SIS

Students are able to electronically submit a Bullying, Harassment, and/or Intimidation form in the Focus SIS portal. Students can log into their Focus student account to access the form to complete. If the student is unable to complete the form electronically or would prefer to remain anonymous, they are able to access the form on the BCPS website [here](#), print, and submit the form to their school administrator in the school or via email.

How to report Bullying/Harassment, and/or Intimidation form in Focus SIS

1. Once logged in the Focus SIS portal, click on the Forms menu and then click on BHI Reporting. See Figure 1.

2. The Bullying, Harassment, or Intimidation Reporting form will display. Read the directions for submission, completing all required fields in red. See Figure 2.
3. At the bottom of the page, sign the document and click Submit Request. Use the green Save Draft button as needed before submission to school administration. See Figure 3.

![Figure 3](image)

**How to view BHI Reporting form drafts and history**

1. Once logged in the Focus SIS portal, click on the Forms menu and then click on BHI Reporting. See Figure 4.

![Figure 4](image)

2. On the form, click on the Drafts to view unsubmitted reports and click on History to view submitted reports. See Figure 5.

![Figure 5](image)
3. To view Drafts, click on the View button next to the draft title. See Figure 6.

![Figure 6](image)

4. To view History of submitted forms, click on the InstanceID. See Figure 7.

![Figure 7](image)