Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefecture: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_High School/\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education

JET ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

Formal Report of Harassment/Sexual Assault/Assault

Record of the day before the assault

*Notes:*

* *Write your full name*
* *Write your harasser/assailant’s full name if you have it*
* *Write your harasser/assailant’s name the same way throughout the document*
* *Write as much detail as you can for beginning location, time, address,*
* *Write why you were meeting for work, work party*

Example:

On [date], I, [name], met with [harasser/assailant’s name], at [time] at [location].

[reason for why you were with your harasser or assailant met]

On [date], I, [name], attended a welcome party with [harasser/assailant’s name], at [time] at [location] to celebrate my arrival in Japan.

*If you went to multiple different locations, try to write the name of each location, address and time you arrived and left*

Record of Harassment/Sexual Assault/Assault

*Notes:*

* *This will be the most difficult part but write as many details as you can remember*
* *Write what the harasser/assailant verbally said to the best of your ability, if you can’t remember exactly it’s okay still write what you can*
* *Write what the harasser/assailant physically did to the best of your ability*
* *If you need the police in the case of an assault or sexual assault, this document is good to submit*

Example:

[harasser/assailant’s name] said “[what the person said]

[harasser/assailant’s name] tried to [describe what happened]

[harasser/assailant’s name] held me down and [describe what happened]

Post Assault Record March 3, 2018

*Notes:*

* *Record what happened immediately after the harassment or assault*

Example:

I called [Sasebo, Nagasaki, Omura] police

I ran home to [location]

Conclusion

*Notes:*

* *State reason for writing this report*
* *State desired outcomes*

Example:

-I would like this document to be recognized as an official record of harassment. From this terrible experience, I do not feel comfortable working at [school name] and I am considering breaking contract.

-I would like this document to be recognized as an official record of a crime. I believe this person’s actions are serious enough to harm not only me but other people such as students, co-teachers, the public in the future. I think it would be appropriate to terminate this person’s contract as stipulated in “The 20\_\_ - 20\_\_\_\_ Japan Exchange and Teaching Programme NAGASAKI PREFECTURE TERMS AND CONDITIONS (Assistant Language Teachers).”

Notes on attachments

*Notes:*

*Make notes on any evidence or materials that will help an authority figure conduct an investigation*

* *copies of any receipt from that day*
* *copies of bus or train stubs*
* *address of where harasser/assailant lives*
* *address(s) and name(s) of where you went with the harassment or assault occurred*
* *video or audio recordings*

Example:

-Attached is a Google Map picture of where my assault took place, the address is \_\_\_\_\_\_\_\_\_\_\_.

- I would like to have an in-person meeting with someone because I have documented recordings and videos of my harasser/assailant attacking me

Signature:

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Notarize\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

\*(if you can have a Japanese person notarize your statement with their name and ink stamp then it adds weight to your statement. My supervisor refused but the principal of my special education school notarized mine)