

COMPLAINT FORM

School \_\_\_\_\_ Date \_\_\_\_\_

Student's/Complainant's Name \_\_\_\_\_

*(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)*

Who was responsible for the incident(s)? \_\_\_\_\_

\_\_\_\_\_

Describe the incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s), time(s), and place(s) the incident(s) occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were other individuals involved in the incident(s)?  yes  no

If so, name the individual(s) and explain their roles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did anyone witness the incident(s)?  yes  no

If so, name the witnesses: \_\_\_\_\_

\_\_\_\_\_

Is there any evidence of the incident(s) (i.e. letters, photos)  yes  no

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

Did you take any action in response to the incident?  yes  no

If yes, what action did you take: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any prior incidents?  yes  no

If so, describe any prior incidents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant: \_\_\_\_\_

Signature of parents/legal guardian: \_\_\_\_\_