 Complaint Report Form

Complainant Name: ______________________________________________________

Victim Name: __________________________________________________________

Accused Name: _________________________________________________________

School Site (or where incident took place): ________________________________
____________________________________________________________________
Incident date: _________________________________________________________

Describe the location where the incident took place:

Describe the incident:

List all the witnesses’ names and grades:

List evidence (letters, photos, etc.)

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

__________________________________________  ________________________
Signature of complainant                              Date

__________________________________________  ________________________
Name of person receiving complaint                              Date

Complaints Policy and Procedure 20-21