

# Student Violence, Bullying, Intimidation, Harassment

## COMPLAINT FORM

(To be filed with any ~~Administrator~~ who ~~shall~~ forward this document to the principal or principal's designee, the site director ~~the~~ Dept. of Student Equity)

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**Please Print**

Name \_\_\_\_\_ Date \_\_\_\_\_

*Note: Complaints may be filed anonymously. However, sufficient detail must be provided to allow for a thorough investigation.*

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Address \_\_\_\_\_

Telephone \_\_\_\_\_ During the hours of \_\_\_\_\_

Another phone where you can be reached \_\_\_\_\_

Email Address \_\_\_\_\_

**I wish to complain against:**

Name of person(s)

\_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times and places.* Additional pages may be attached if necessary.

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If there is anyone who could provide more information regarding this complaint, please list name(s), address(es) and telephone number(s).

Name	Address	Telephone Number

**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be specific as possible.

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I certify this information is correct to the best of my knowledge.

Signature of Complainant (if provided) \_\_\_\_\_ Date \_\_\_\_\_

Document Received by \_\_\_\_\_ Date \_\_\_\_\_

Investigation Official \_\_\_\_\_ Date \_\_\_\_\_

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**PRINCIPAL'S REPORT**

(To be sent to the site director and the Dept. of Student Equity)

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**Findings:**

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**Determination:**

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**Corrective Action:**

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