COMPLAINT FORM

Your Name: ______________________________________ Date: ______________

Date of Alleged Incident(s):
____________________________________________________________

Name of Person(s) you have a complaint against:
______________________________________________________________

List any witnesses that were present:
______________________________________________________________

Where did the incident(s) occur?
______________________________________________________________

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

______________________________________________ Date: ______________
Signature of Complainant

Print Name
_________________________________________________________________

To be completed by Charter School:

Received by: _______________________________ Date: ______________
