

**411 EXHIBIT 1 – COMPLAINT FORM**



Name: \_\_\_\_\_ School Official Investigating Complaint: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

I wish to report an incident involving (Name of person, school: give department, program, activity, etc.):

\_\_\_\_\_

1. Describe the incident, participants, background to the incident and any attempts you have made to resolve the problem. Please note relevant dates, times, and places. You may attach another document or use the back of this sheet if you wish to share more information.

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2. List any witness or witnesses: \_\_\_\_\_

\_\_\_\_\_

3. Proposed solution, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved: August 10, 2015