

HARASSMENT COMPLAINT FORM

In providing the information requested below, the complainant has obligated the district to investigate the allegations made and to take appropriate corrective or disciplinary actions.

TO: _____
Name of School Official

FROM: _____
Name of Complainant

1. State the specific nature of your complaint and other relevant facts and circumstances. (Explain in narrative form and furnish sufficient background so as to identify the person(s) and/or omission(s) that led to the allegation. Attach additional pages, as necessary.)

Include on your narrative the following:

- A. On what date(s) did the alleged harassment occur? Where?
- B. Who did specifically what?
- C. Who made what specific verbal remarks?
- D. What, if any, physical contact was made?

2. Names of any witnesses present: _____

3. Names of any individuals you told of the incident: _____

4. What did you do in immediate response to the alleged harassment incident? _____

5. What efforts, if any, have you taken so far to stop the harassment? _____

6. What remedy are you seeking from the district? _____

Signature: _____ Date: _____

FOR OFFICE USE:	
Date Received: _____	Received By: _____
Date Investigation Completed: _____	