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 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: ____________________