

COMPLAINT FORM

Person filing this complaint: _____

Position/school: _____

Telephone: _____

Statement involves complaint against whom: _____

Please describe in detail the events surrounding the complaint against the above-named person. Please include dates, time, locations, persons present, substance of statements, and conversations, etc. Please be as factual as possible. If you must express an opinion, please make it clear that you are doing so:

(multiple pages if necessary)

Note: When you are finished, please reread your statement in its entirety. Make any necessary changes and initial those changes. Then initial each sheet in the top left corner. Sign and date below.

I affirm that the above statement is the truth to the best of my knowledge.

Signature Date
Person making statement

Signature Date
Person receiving statement