

School: Albin ES, Carpenter ES, Pine Bluffs ES, Burns ES, Pine Bluffs -Jr.Sr, Burns- Jr.Sr. _____

COMPLAINT OF HARASSMENT, INTIMIDATION & BULLYING

Please Print:

Name _____ Date: _____

Address _____

Telephone _____ or number where you can be contacted _____

during the hours of _____ .

I wish to register a complaint against:

Name of person, school: (give department, program activity, etc.)

Specify your complaint by stating the problem as you see it. 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. (Use the back of this form for additional description information.)

Indicate if there are other people who could provide more information regarding your complaint:

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposed Solution:

Indicate your opinion on how this problem might be resolved. Be as specific as possible.

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

Please return the original completed form to the Building Principal. A copy of this will be provided to the complainant.

Additional notes can be completed for documentation purposes. Adults in care provider aspects may assist students with the completion of this document. Please document any assistance by signing under the complainant signature.

Adoption Date: December 14, 2009