

Phoenix Union High School District #210
Student Incident Report / Complaint Form
Report it!

This form may be given to any School District employee who will forward it to the Principal or Dean.

Name _____ **Student #** _____ **Date** _____

Please check the box for the violation* you are alleging has occurred. More than one box may be checked.

- Bullying
- Dating violence
- Discrimination
- Harassment
- Intimidation
- Sexual harassment
- Title IX (gender based/equal access)
- Other, please specify _____

I WISH TO COMPLAIN AGAINST:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

Date the incident occurred _____

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name _____ *Address* _____ *Telephone Number* _____

The projected solution: Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Student

Date

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____

*Please refer to the PUHSD Board Policy or the PUHSD Student Procedures Handbook for complete definitions.
ADAPTED FROM AN ARIZONA SCHOOL BOARDS ASSOCIATION FORM