COMPLAINT OF ALLEGED DISCRIMINATION OR HARASSMENT

STUDENT-STUDENT INCIDENT REPORT

This form should be used by only the Instructional Director, Principal, Vice Principal, or Supervisor, or his/her designee, to report a complaint of alleged discrimination or harassment involving student with student. This form must be forwarded to the EEO Advisor, with Appendix D and Appendix F.

Name of Complainant: ________________________________

Name of Target: ________________________________

Name of Respondent: ________________________________

School: ___________________________ Date: ___________________________

1. Location of Incident: ________________________________
   ________________________________
   ________________________________
   ________________________________

2. Description of Incident (Who, What, Where, When, etc.) ___________________________
   ________________________________
   ________________________________
   ________________________________
   ________________________________

3. Your response to Incident: ___________________________
   ________________________________
   ________________________________
   ________________________________
   ________________________________
4. Witness(es) to Incident? (List names) ____________________________________________
   ____________________________________________
   ____________________________________________

5. Previous Incidents (Has this happened before?): __________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

6. Is there anyone else who may have experienced the same problem? _____________
   ____________________________________________
   ____________________________________________
   ____________________________________________

7. Follow-up information from other students. ______________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________