

# STUDENT COMPLAINT FORM

Students in the Casa Grande Elementary School District are expected to conduct themselves at all times so as to provide an atmosphere free from harassment, intimidation, or bullying.



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**Knowingly submitting a false report will result in discipline up to and including suspension or expulsion. The complaint should be signed. If the form is not signed, it will be processed in the same manner as a signed form; however, it may not be possible to prove the allegations made through an anonymous complaint.**

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Today's Date \_\_\_\_\_

**Summary of the complaint.** Describe the incident. Include information such as the date, place, and time. State who was involved, and what occurred.

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**Witnesses or others with information about the complaint:**

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**What solution do you suggest?**

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Date form received in office \_\_\_\_\_

Date investigation of the complaint began \_\_\_\_\_

(An investigation of the complaint must begin within 2 school days.) \_\_\_\_\_

**Upon completion of the investigation, the investigator shall prepare a written report of the findings, and a copy of the report, along with this complaint form, shall be provided to the Superintendent.**