



Complaint Form

(including incidents of bullying, harassment and discrimination)

Date of complaint: _____ Date of incident: _____

School or other location where incident occurred: _____

Person reporting: Student Parent Volunteer Employee Other: _____

Name: _____ or **Anonymous**
(Students, parents and volunteers may anonymously report bullying and harassment of any kind.)

Phone: home: _____ work: _____ cell: _____

Address: _____ City: _____ Zip: _____

Does this complaint involve a report of harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence or discrimination?

- NO** **YES** — **Reported offender** (check one): **Reported victim** (check one):
- | | | | |
|----------------------------------|--|----------------------------------|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Teacher | <input type="checkbox"/> Student | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Administrator | <input type="checkbox"/> Parent | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other Staff | <input type="checkbox"/> Other | <input type="checkbox"/> Other Staff |

Have you attempted to resolve the incident/complaint at the school level?

YES Who did you talk to? _____
What were the results? _____

NO Why not? _____

Whenever possible, concerns should be resolved by communication with the individual employee, school or department directly involved in the issue. Please see the district complaint procedure at 4j.lane.edu/complaints.

You may file a formal complaint by completing this form and submitting it to the Office of the Superintendent, 200 North Monroe Street, Eugene OR 97402.

For a description of the district complaint procedure and how this form will be processed, please see www.4j.lane.edu/complaints or call the Superintendent's Office at 541-790-7706.

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