



Strasburg School District 31J

Policy:	File:
Complaint Report Form	KE-E
Adopted:	Revision:
May 2023	

Complaint Report Form

Instructions: This form is to be completed by the complainant in regards to a specific incident or concern. This is Step 2 referenced in Policy Regulation KE-R. This formal complaint is to only be completed upon prior completion of Step 1 of Policy Regulation KE-R. This completed form should be turned in to the directing administrator or supervisor of the party responsible for the complaint/issue.

Date of report: _____

Date of incident: _____

Name of person making the report: _____

Check one: ☐ Student ☐ Parent/Guardian ☐ Staff ☐ Other (Specify: _____)

If a student, school and grade: _____

Contact information of person reporting:

Phone: _____ Email: _____

Check if you prefer to remain anonymous: ☐ Yes ☐ No

To whom do you believe the complaint effects?

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Person(s) believed to have witnessed or have knowledge about the incident (use reverse side if needed):

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

