

LANCASTER COMMUNITY SCHOOL DISTRICT

**HARASSMENT COMPLAINT FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Reason(s) for Complaint:

What happened?  
(Including the specific nature of the complaint)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did it happen? \_\_\_\_\_

Day?

Date?

Time?

Where did it happen?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who was involved?

\_\_\_\_\_

---

---

---

---

---

Identify any witness(es)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Relief requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Signature

Date \_\_\_\_\_ 19 \_\_\_\_

A reply in writing to the complainant shall be given within thirty (30) working days unless notice is given of the need for extension of the investigation.