Complaint / Incident Report

Reporter

Name: ___________________________ Date: ___________________________
Site: ___________________________ Position: ___________________________
Phone #: _________________________ Email: ___________________________

Complaint Details

Complaint relates to:
- Race
- Religion
- Color
- National origin
- Sex
- Sexual orientation
- Gender expression / identity
- Disability
- Genetic information
- Veteran status
- Marital status
- Age
- Other: ___________________________

Describe your complaint in detail (add additional pages as needed):

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Who is your complaint against? ___________________________

Identify any witnesses to any events or any other individuals you believe have relevant information about your complaint or could corroborate your claims (add additional pages as needed):

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Identify any documents relevant to your complaint (add additional pages as needed):

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Resolution

Describe how you would like this matter to be resolved:

_________________________________________________________________________
_________________________________________________________________________

Signature ___________________________ Date ___________________________

Please submit this form to:
Michelle D. Siegfried,
District Lead for School & Workplace Investigations
3027 S. New Haven Ave., Room 229, Tulsa, OK 74114
(918) 746-6985
Siegfmi1@tulsaschools.org

Tulsa Public Schools does not permit retaliation against anyone who files a complaint in good faith. Please inform the District Lead for School & Workplace Investigations immediately if you believe you have been retaliated against for making this complaint.