Kennewick School District
Discrimination and Harassment
Complaint Form

Please print:

Name __________________________________________ Date __________

Address __________________________________________________________________________

Telephone ____________ or number where you may be contacted ______________
during the hours of __________________________________________________________________

I wish to register a complaint against:

Name of person, school (give department) program activity, etc.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Specify your complaint by stating the problem as you see it. Describe the incident,
participants, background to the incident, and any attempts you have made to resolve
the problem. Please note relevant dates, times, and places.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

OVER
Indicate if there are other people who could provide more information regarding your complaint:

Name

Address

Telephone No.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Proposed Solution:

Indicate your opinion on how this problem might be resolved. Be as specific as possible.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.

_______________________________________
Signature of Complainant

____________
Date

Please return the original completed form to the Executive Personnel Director. A copy of this will be provided to the complainant.

Nov. 96