



**If the actions described above occurred more than 90 days ago, describe the reason for the delay in reporting:**

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**4. Are there any witnesses to this matter?** (Please circle) Yes, No If yes, please identify the witnesses:

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**5. Did you discuss this matter with any of the witnesses identified in Item 4?**  
(Please circle) Yes No If yes, please identify:

**Person to whom you have spoken:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Method of communication:**

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**6. Have you spoken to any administrator(s) or other District employee(s) about this matter?** (Please circle) Yes No If yes, please identify:

**Person to whom you have spoken:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Method of communication:**

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**7. Please describe the result of the discussion(s) identified in Item 6:**

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**PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.**

*I am requesting that an investigation into these allegations be performed and certify that the foregoing information is true and correct.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date