EMPLOYEE ALLEGATION REPORT

Section 1: Employee Information	
School/Department:	Principal/Director:
Name:	Position:

Section II: Allegation Details	
Date of Incident:	Time of Incident:
Detailed Description of Allegation:	

Section III: Supporting Evidence (circle and attach all evidence)			
Signed Statements (accused, victim, witnesses)	Video or Photos	SRO Report	Other:

Section IV: Principal or Director's Recommendation: (circle all that apply)		
Summary of Conference	Letter of Advisement	Letter of Reprimand
Suspension, # of Days:	Termination	Other:

Submit employee allegation report and all supporting evidence to your Assistant Superintendent and the Chief of Human Resources.

Section V: Summary and Resolution	
Received By:	Date Received:
Date Submitted to GaPSC Investigator:	Date of Personnel Meeting:
Assistant Superintendent's Recommendation:	
Resolution:	

EMPLOYEE WITNESS STATEMENT FORM

Section I: Witness Information	
School/Department:	Employee:
Phone:	Position:

Section II: Incident Details	
Date of Incident:	Time of Incident:
Please write a detailed description of the events relating to this Incident:	

I affirm that the information provided in this statement accurately reflects my honest recollection of events.

Signature		Date	

*Additional documents may be attached