

Disposition of Complaint Form

This form documents the outcome of a complaint investigation related to discrimination, harassment, bullying, retaliation, or other civil rights concerns.

Date of complaint received:	
Date investigation initiated:	
Date investigation completed:	
Name of Complainant or Reporting Party:	
School/Location:	
Investigator:	
Complainant:	
Name(s) of person(s) affected <i>(if known)</i> :	
Respondent (person alleged to have engaged in conduct):	
Summary of Complaint: Provide a brief summary of the allegation.	
Basis of Concern <i>(If known)</i> : Please check any category that may apply. <i>(Check all that apply)</i>	☐ Race ☐ Color ☐ National Origin ☐ Sex ☐ Sexual Orientation ☐ Actual or potential parental, family, or marital status ☐ Pregnancy or related conditions ☐ Disability ☐ Religion ☐ Age ☐ Other characteristic protected by law or district policy:

Investigation Conducted:

The following steps were taken during the investigation (check all that apply):

- ☐ Interviewed complainant
- ☐ Interviewed respondent
- ☐ Interviewed witnesses
- ☐ Reviewed written statements
- ☐ Reviewed relevant documents or records
- ☐ Reviewed electronic or digital evidence
- ☐ Other investigative actions: _____

Findings:

Based on the investigation, the following determination was made:

- ☐ Allegation substantiated (policy violation occurred)
- ☐ Allegation not substantiated (insufficient evidence to determine violation)
- ☐ Allegation unsubstantiated (evidence indicates no policy violation)
- ☐ Other determination: _____

Notification:

The following parties were notified of the outcome:

- ☐ Complainant notified
- ☐ Respondent notified
- ☐ Building administration notified
- ☐ District administration notified

Date(s) of notification: _____

Actions Taken:

As a result of the investigation, the following actions were taken (check all that apply):

- ☐ Corrective action implemented
- ☐ Staff coaching or guidance
- ☐ Student intervention
- ☐ Administrative action
- ☐ Policy reminder or communication
- ☐ Training or educational support
- ☐ Other action: _____

Specific disciplinary actions may be confidential and maintained in accordance with applicable laws and district policy.

Case Disposition

Final disposition of the complaint:

- ☐ Complaint resolved
- ☐ Corrective action implemented
- ☐ No policy violation found
- ☐ Other outcome: _____

Signature:

I certify that the information provided is accurate to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____