

# Student Formal Complaint Form

Person Reporting				
Name (Last, First, MI)		Date		
Student ID #		Cell #	Home #	
Email Address				

Add persons involved	
Name:	

Description of Incident	
Time/Date of Incident	Location of Incident
Please write a detailed description of the events relating to this complaint. Include what, if any, other steps you have taken to attempt to address the complaint.	

I certify that the information I have provided in this statement is my honest recollection of events.

Signature		Date	

\*Additional documents may be attached